

ZOOM
TECHNOLOGIES



Micrsoft
Exchange | Server-2013

Lab Manual



Microsoft Exchange Server-2013

Mapped Course

Lab Manual



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Introduction

This lab manual is part of the courseware for the Microsoft Exchange Server 2013 training offered by Zoom Technologies.

Microsoft Exchange Server is one of the most popular mail servers in organizations across the globe. This lab manual comprehensively covers everything, from Exchange Server installation, to mailbox quotas, restrictions, content filtering and high availability configuration.

It's written in a clear and concise style, with step by step instructions and screenshots to make the life of the administrator easy. All exercises have been divided into sections:

- Objective
- Prerequisite
- Topology
- Configuration
- Verification

With this lab manual, the system administrator will become familiar with the nitty gritty of mail server configuration. Hopefully, this book will also serve him well in the course of his job.

We have taken care to ensure a high quality workbook. However, suggestions and feedback from the students are most welcome.



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Lab – 1: Installation of Exchange Server-2013 Application

Objective:

To install Exchange Server Application

Pre-requisites:

- Computer with a Processor of minimum **1.6 GHz** speed or faster for production and minimum **8 GB of RAM** required.

- Computer running with **Windows Server 2012 Operating System**.

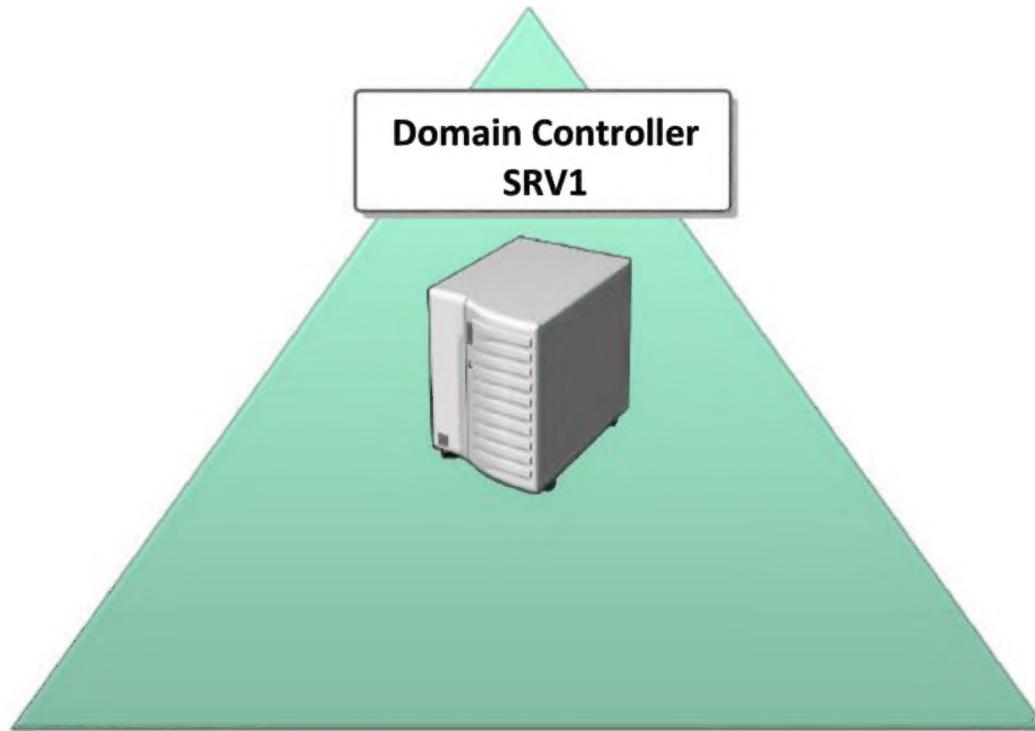
- **Domain Controller with DNS Service**.

- Run the following command in **Windows PowerShell** to install other required components

```
Install-WindowsFeature AS-HTTP-Activation, Desktop-Experience, NET-Framework-45-Features, RPC-over-HTTP-proxy, RSAT-Clustering, RSAT-Clustering-CmdInterface, RSAT-Clustering-Mgmt, RSAT-Clustering-PowerShell, Web-Mgmt-Console, WAS-Process-Model, Web-Asp-Net45, Web-Basic-Auth, Web-Client-Auth, Web-Digest-Auth, Web-Dir-Browsing, Web-Dyn-Compression, Web-Http-Errors, Web-Http-Logging, Web-Http-Redirect, Web-Http-Tracing, Web-ISAPI-Ext, Web-ISAPI-Filter, Web-Lgcy-Mgmt-Console, Web-Metabase, Web-Mgmt-Console, Web-Mgmt-Service, Web-Net-Ext45, Web-Request-Monitor, Web-Server, Web-Stat-Compression, Web-Static-Content, Web-Windows-Auth, Web-WMI, Windows-Identity-Foundation
```

- Install **Microsoft Unified Communications Managed API 4.0** Core Runtime 64-bit in Mail Server
- Install **Microsoft Office 2010 Filter Pack 64 bit** in Mail Server.
- Install **Microsoft Office 2010 Filter Pack SP1 64 bit** in Mail Server.

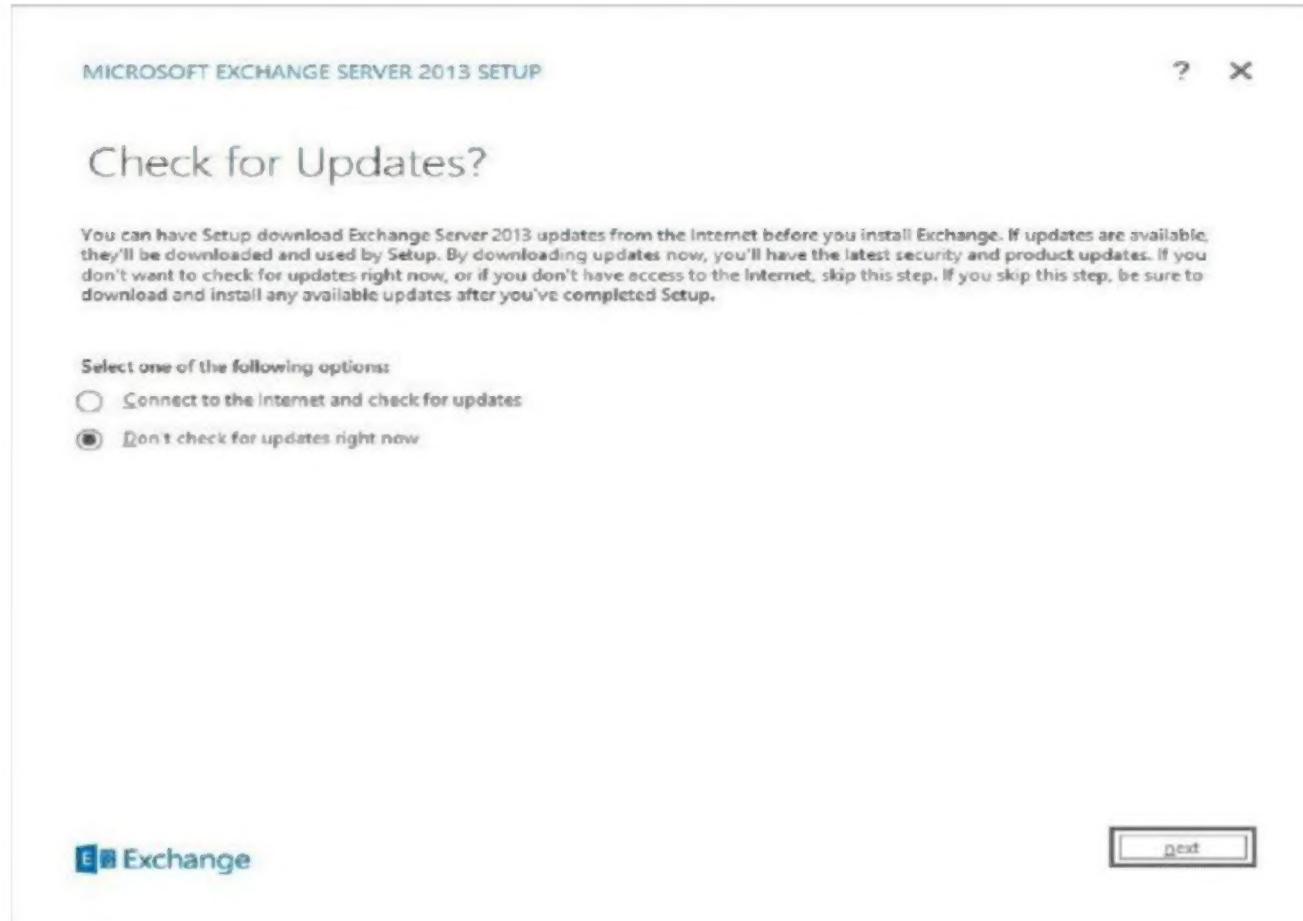
Topology:



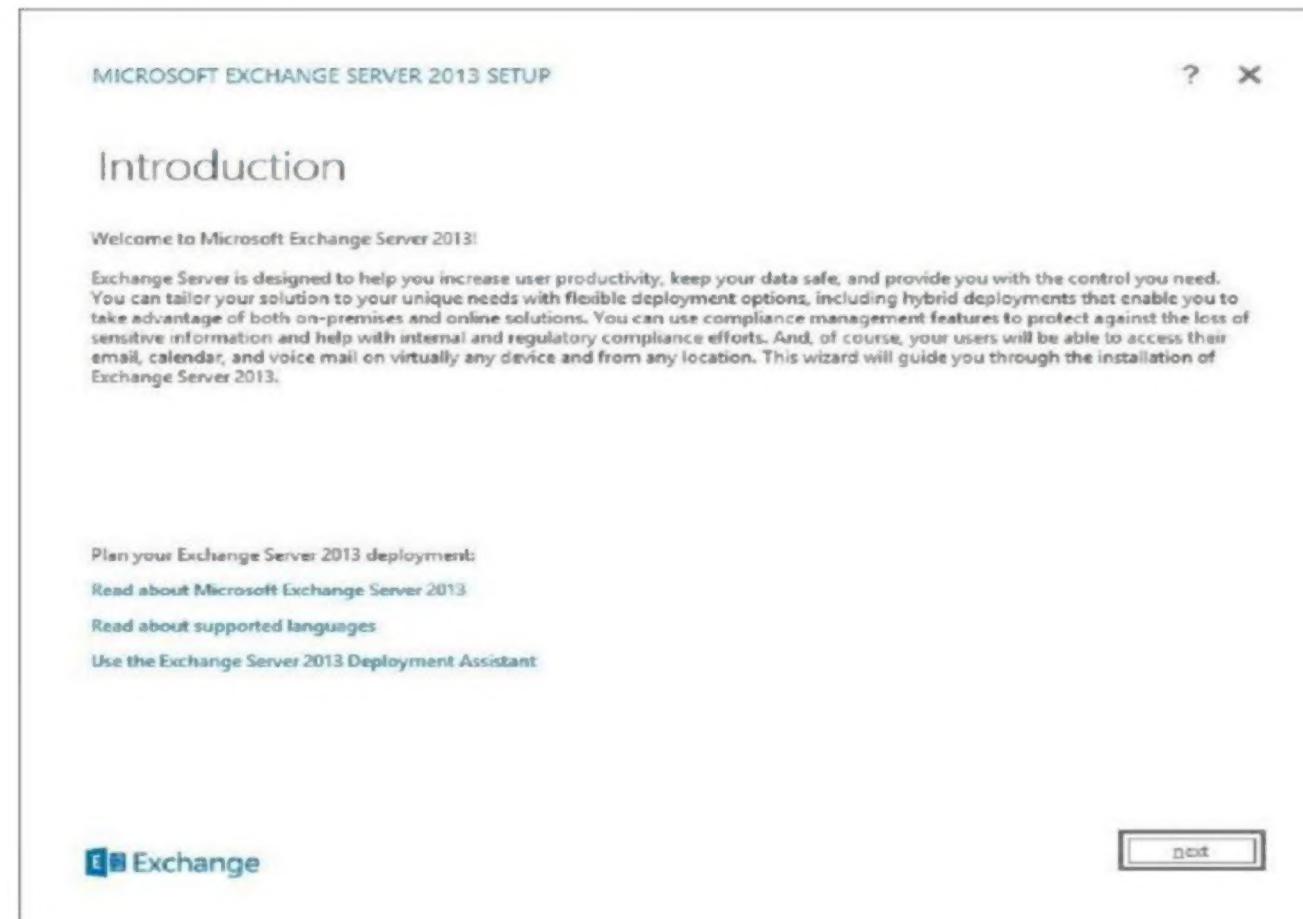
IP Address: 10.0.0.1
Preferred DNS: 10.0.0.1

Steps:

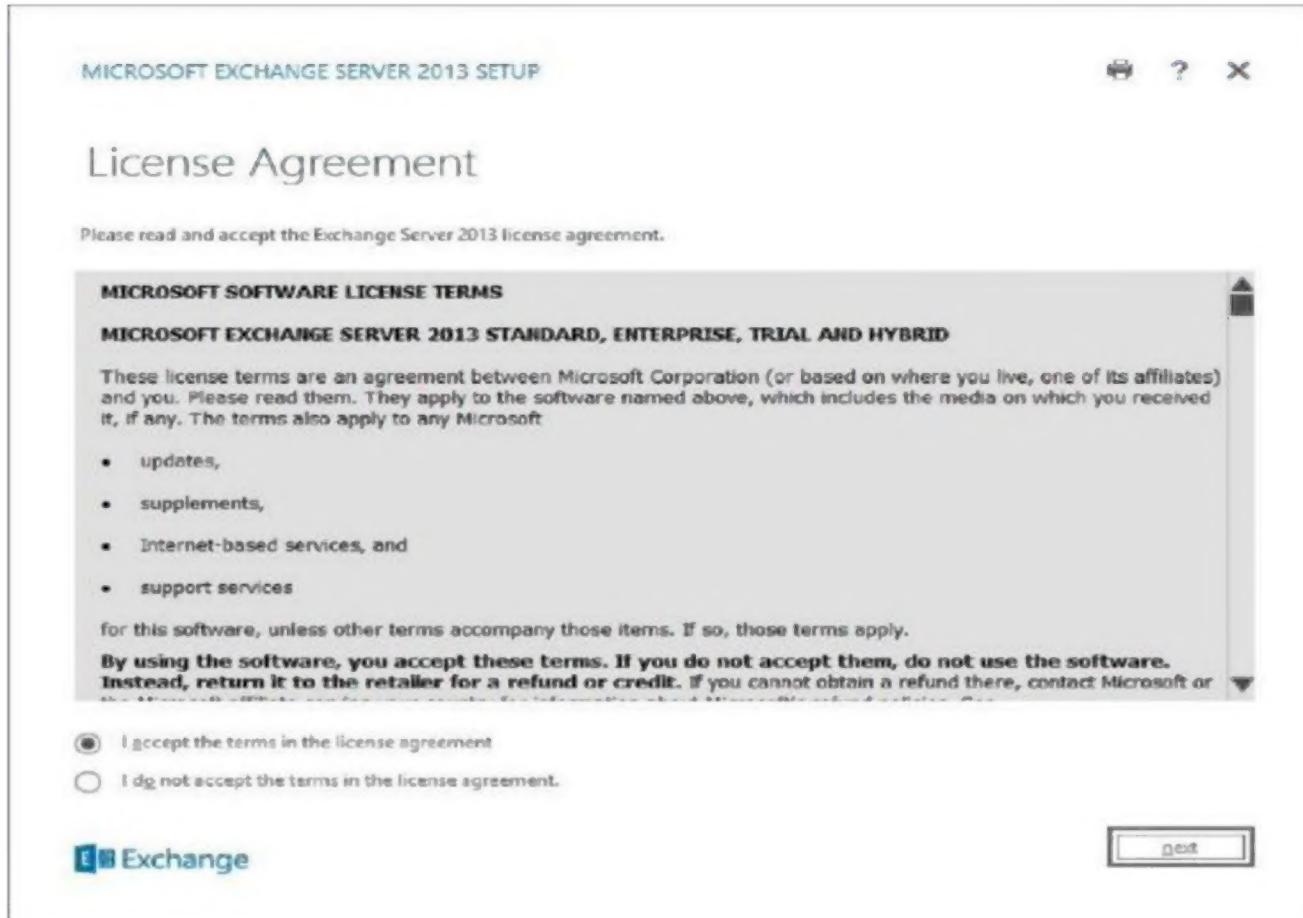
- Insert Exchange Server 2013 DVD and double click **Setup.exe**
- Select **Don't check for update**→ click **Next**.



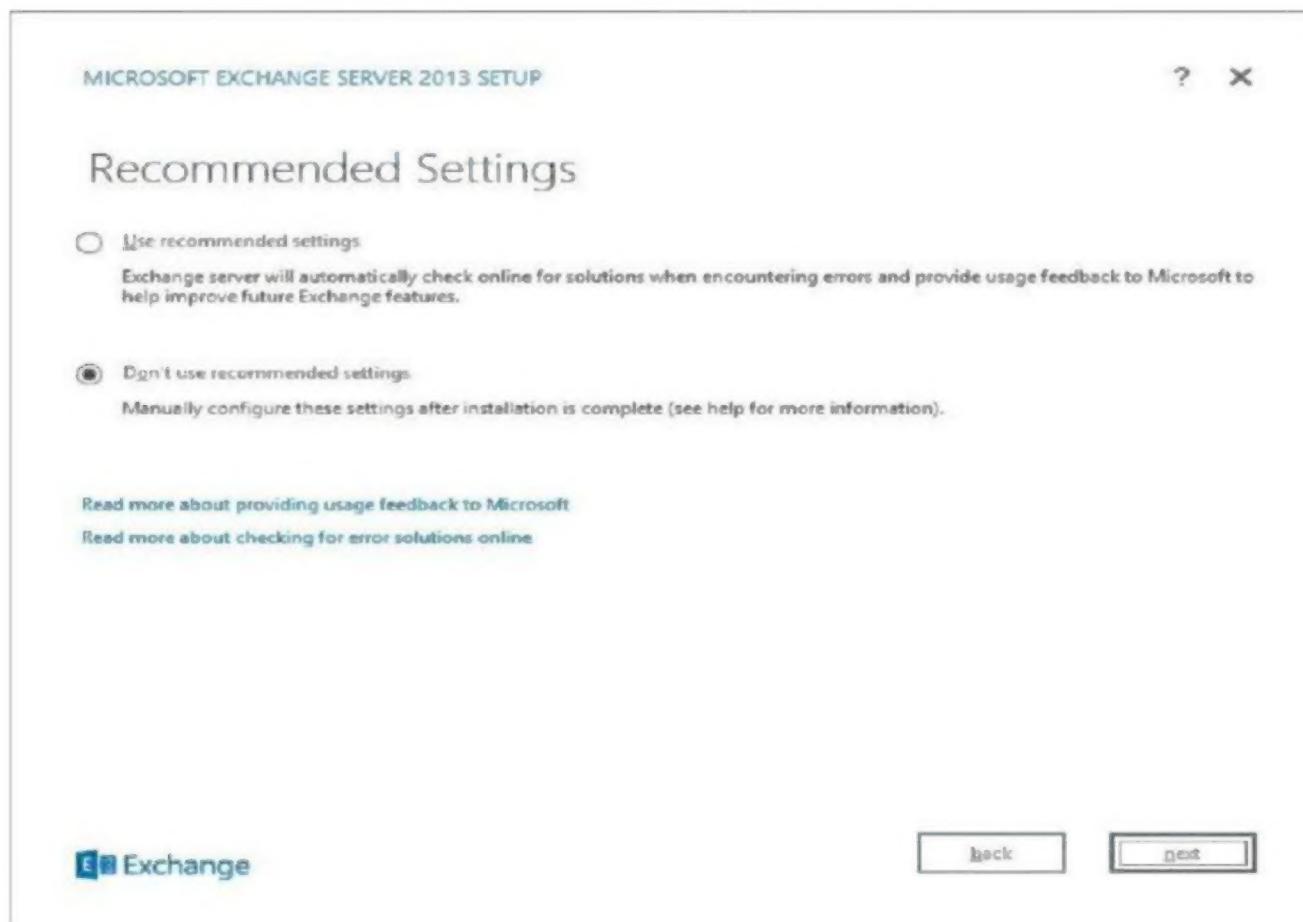
- Click **Next**



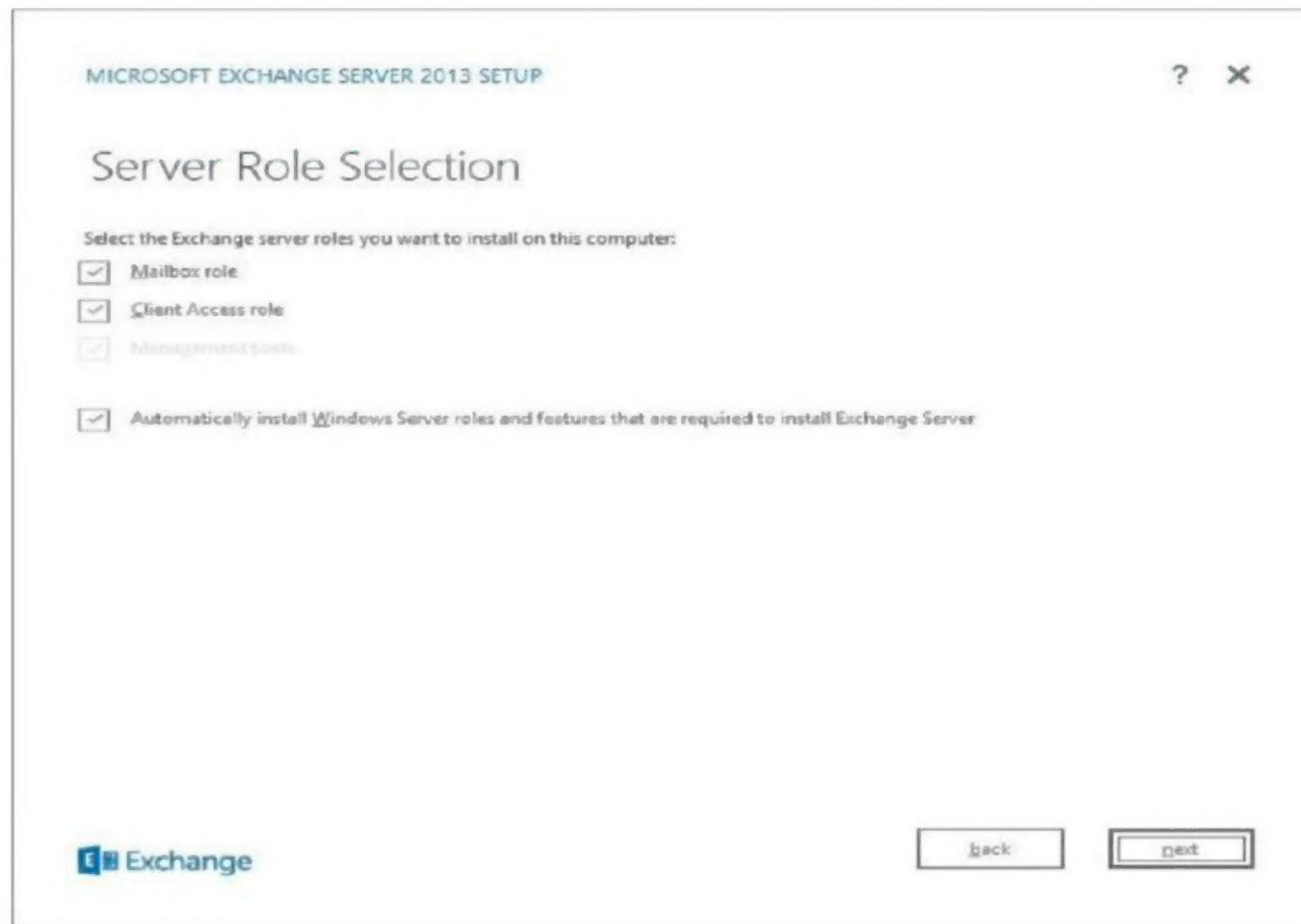
- Select I accept→click Next



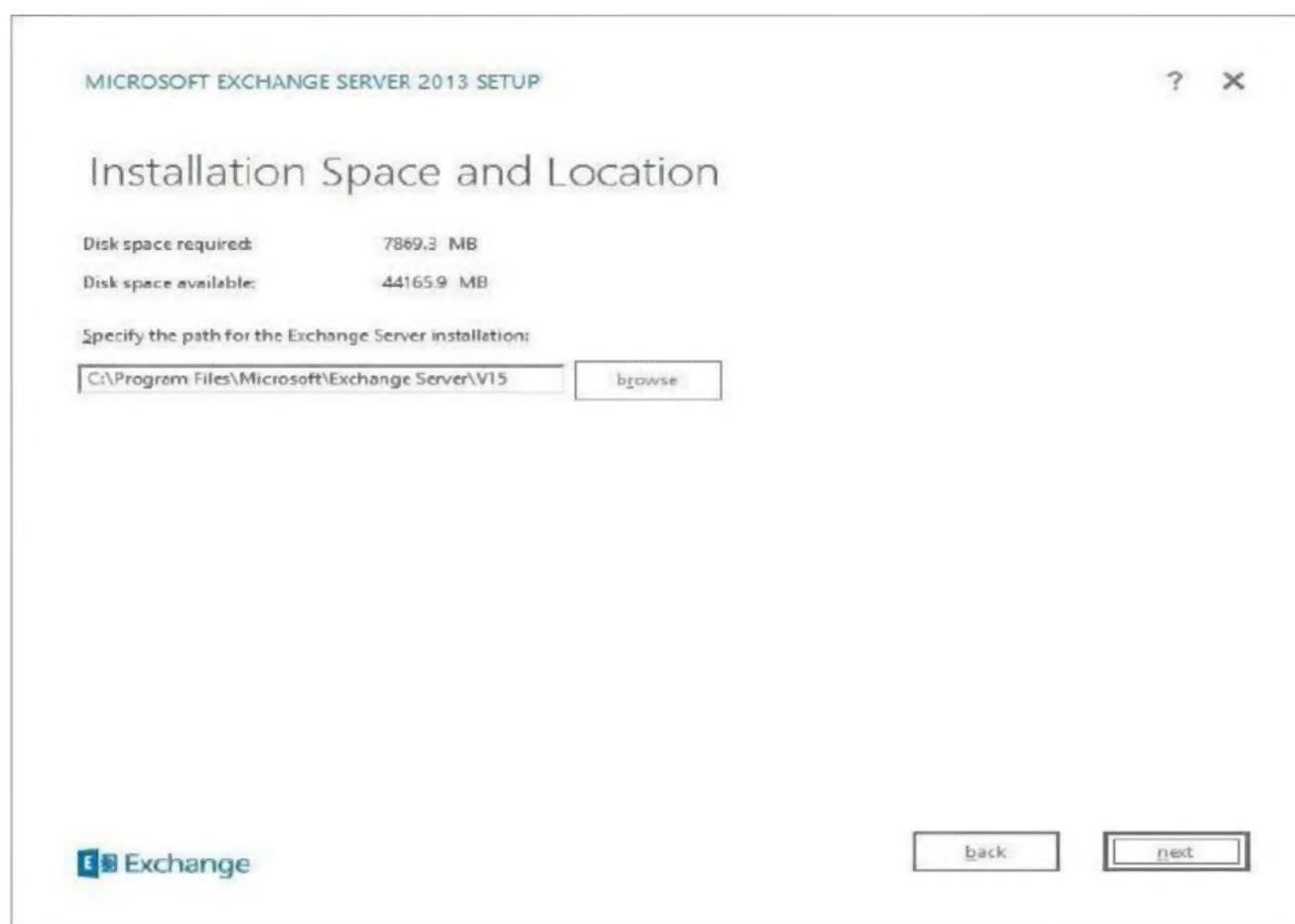
5. Select Don't use recommended settings→click Next



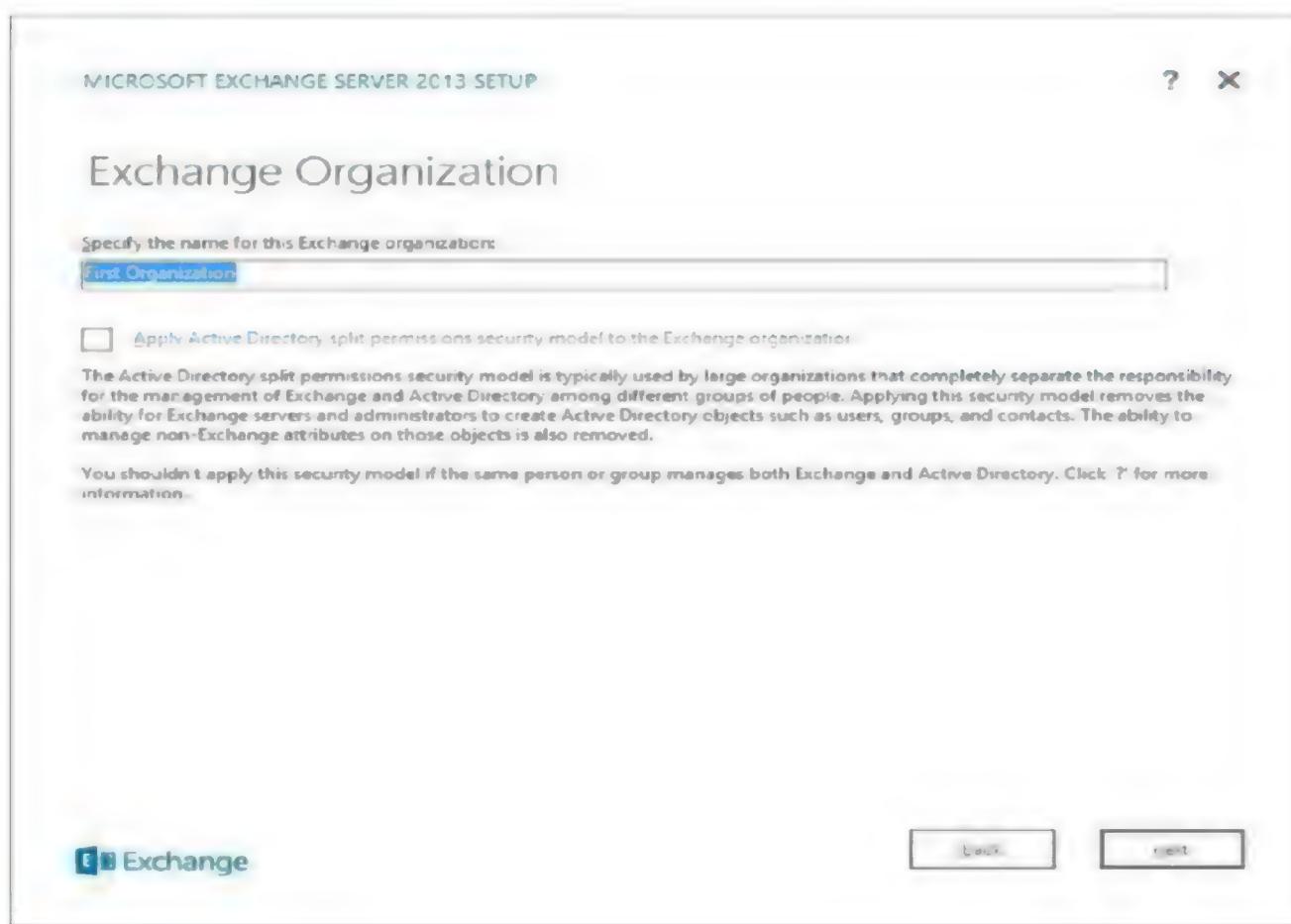
- Check the box **Mailbox role & Client Access role**→click **Next**



- Click **Next**



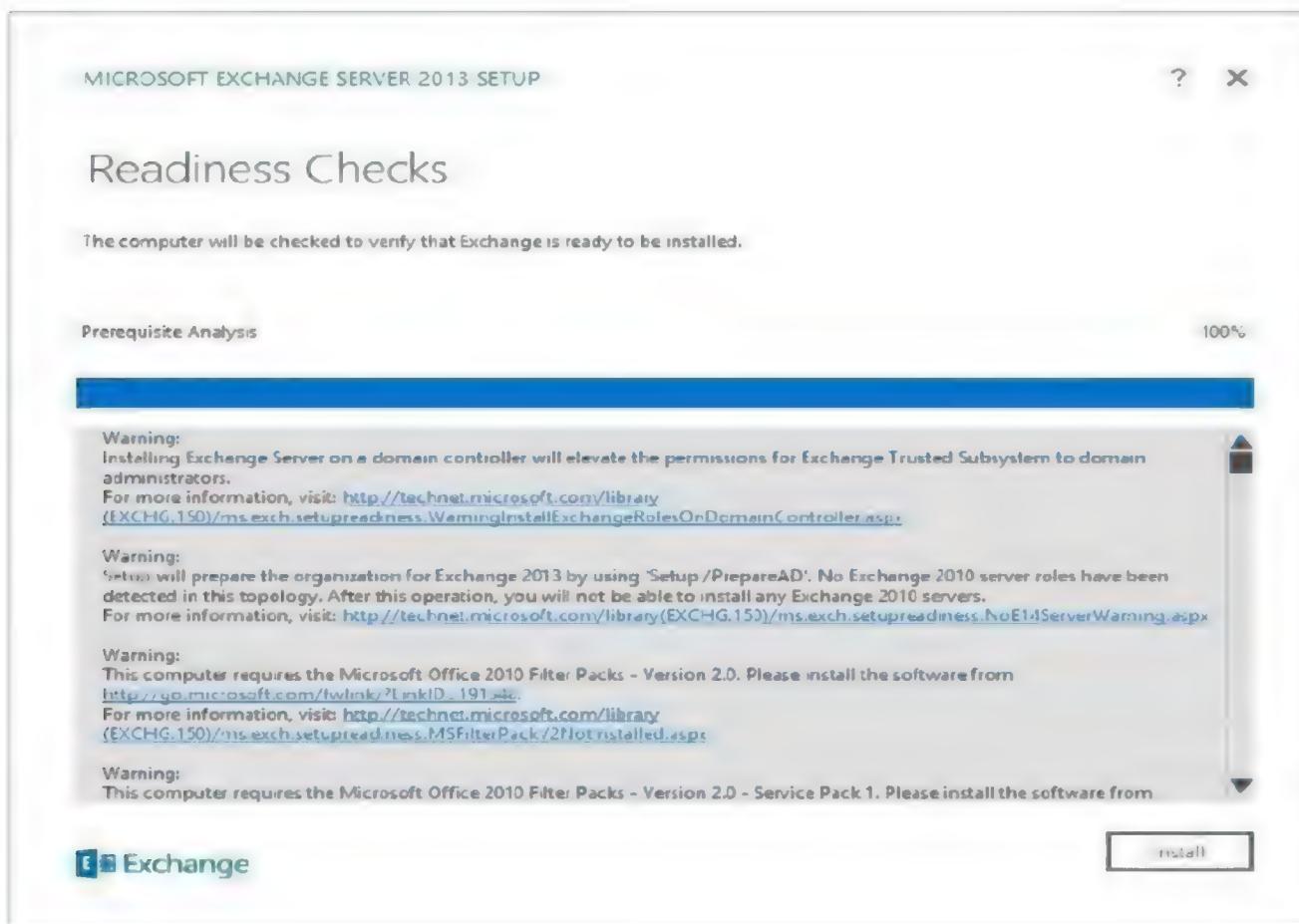
- Click **Next**



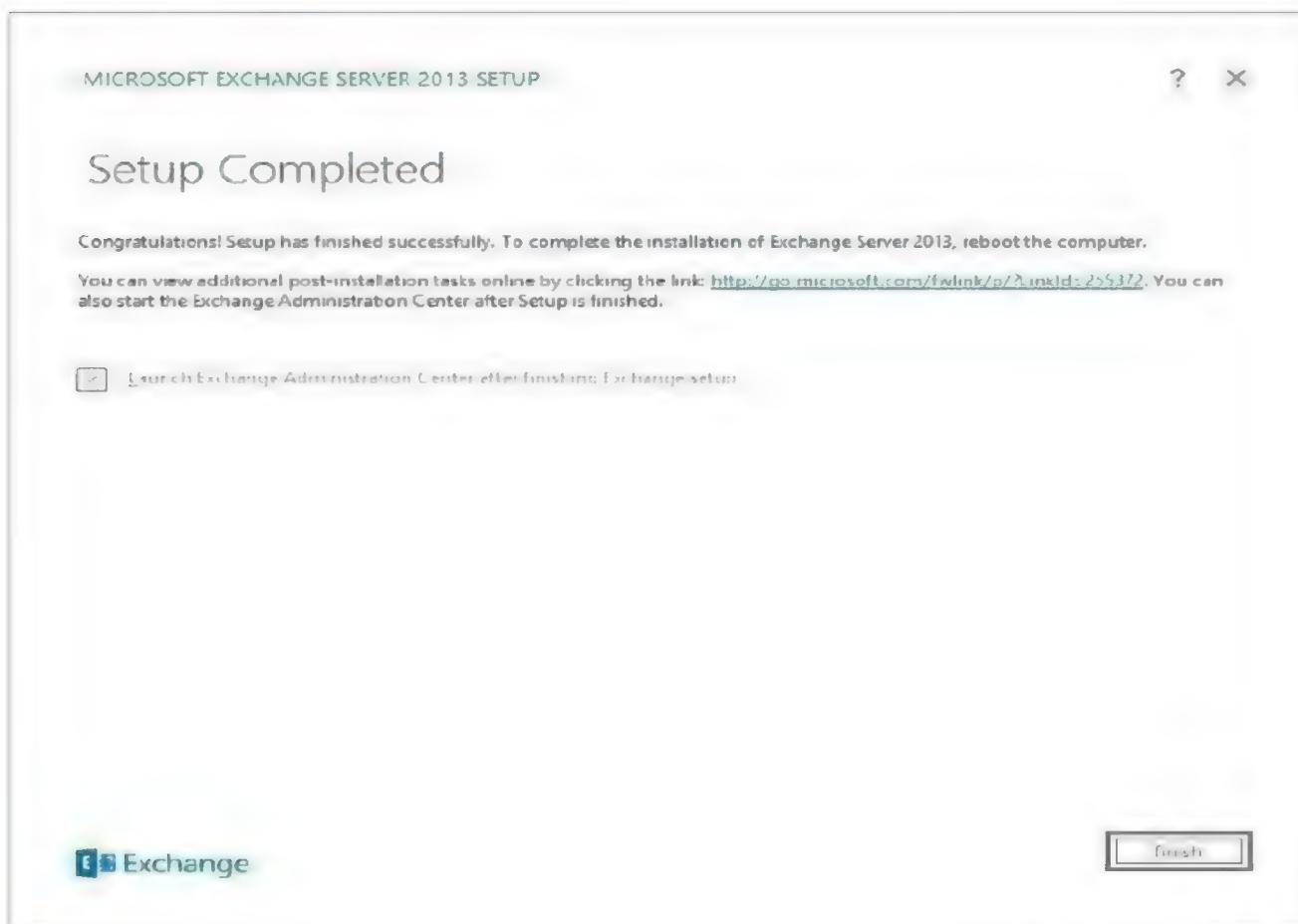
- Select **No**→click **Next**



- Click **Install**



- Click **Finish**



Lab – 2: Creating Mailbox Enabled User

Objective:

To configure Email account in Exchange Server using Exchange Admin Center Console.

Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.

Topology:



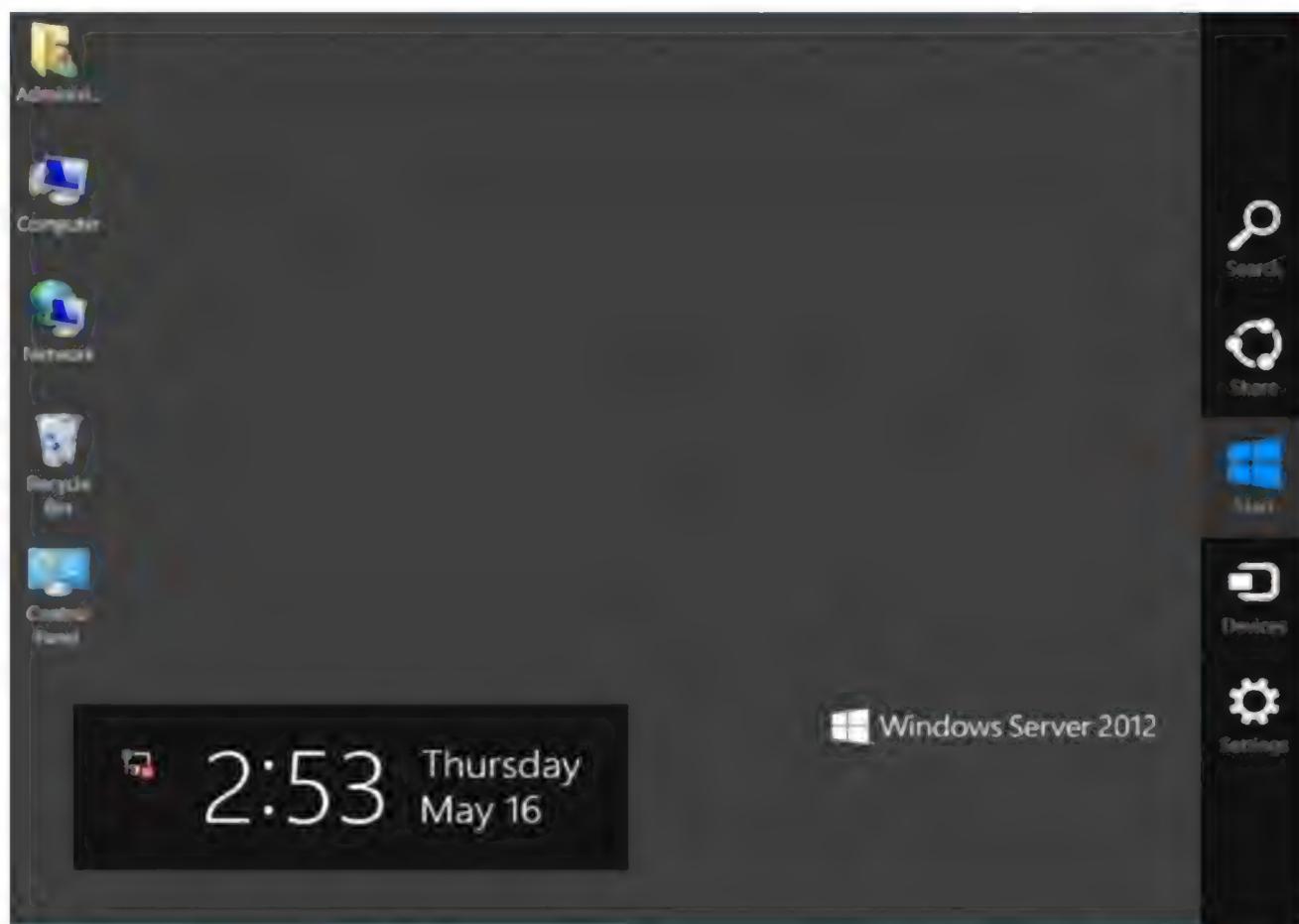
SRV1

Domain Controller

IP Address	10.0.0.1
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

Steps:

- Start



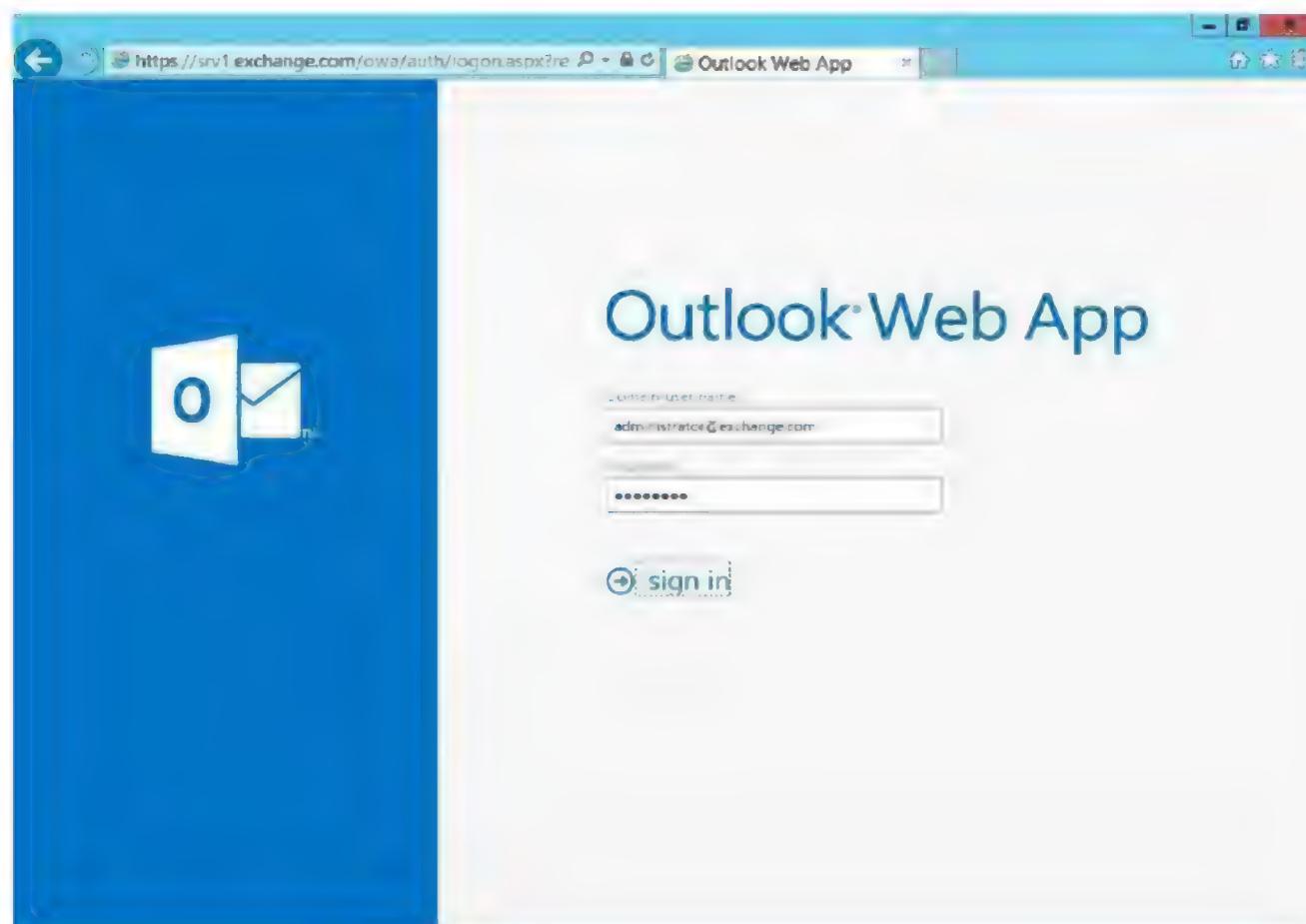
- Open Internet Explorer



- Enter the address **https://FullyQualified Domain Name / Virtual Directory Name**
(Ex: https://srv1.exchange.com/ecp)



- Enter User Name and Password→click sign in



- In Exchange Admin Center → select Recipients → select Mailboxes tab → Expand (+) → select User Mailbox

The screenshot shows the Exchange Admin Center interface. The top navigation bar has 'mailboxes' selected under 'Recipients'. The main content area shows a list of mailboxes, with one entry for 'Administrator' selected. The right pane displays detailed information for this mailbox, including fields for Email Address, Type, and various administrative settings like Unified Messaging and Mobile Devices.

- Enter Alias name, select New name, enter First name → scroll down

The screenshot shows the 'new user mailbox' dialog box. It includes fields for 'Alias' (set to 'user1'), 'First name' (set to 'user1'), 'Initials' (empty), 'Last name' (empty), 'Display name' (set to 'user1'), 'Name' (set to 'user1'), 'Organizational unit' (empty), and 'User logon name' (empty). Buttons for 'save' and 'cancel' are at the bottom.

- Enter User name and Password → click Save

new user mailbox

First name:

Initials:

Last name:

*Display name:

*Name:

Organizational unit:
 [browse...](#)

*User logon name:
 @

*New password:

*Confirm password:

Require password change on next logon

[More options...](#)

[save](#) [cancel](#)

- **User1** displayed on **List View**

https://srv1/exchange.com/ecp/ mailboxes - Microsoft 365

Exchange admin center

recipients mailboxes groups resources contacts shared migration

DEPRECATIONS

compliance management

organization

protection

mail-flow

mobile

public-folders

unified-messaging

servers

hybrid

mailboxes

+ - edit lock search refresh more

DISPLAY NAME	MAILBOX TYPE	EMAIL ADDRESS
Administrator	User	Administrator@exchange.com
user1	User	user1@exchange.com

user1

User mailbox
user1@exchange.com
Title:
Office:
Work phone:

Phone and Voice Features

Unified Messaging: Disabled
Enable

Mobile Devices

Disable Exchange ActiveSync
View details

In-Place Archive

Archiving: Disabled
Enable

In-Place Hold

User is not under hold

Selected of 1 item

- Similarly create **Mailbox Enabled User** (Ex: **User2**)

Lab – 3: Creating Mail User

Objective:

To configure Mail User in Exchange Server using Exchange Admin Center Console.

Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.

Topology:



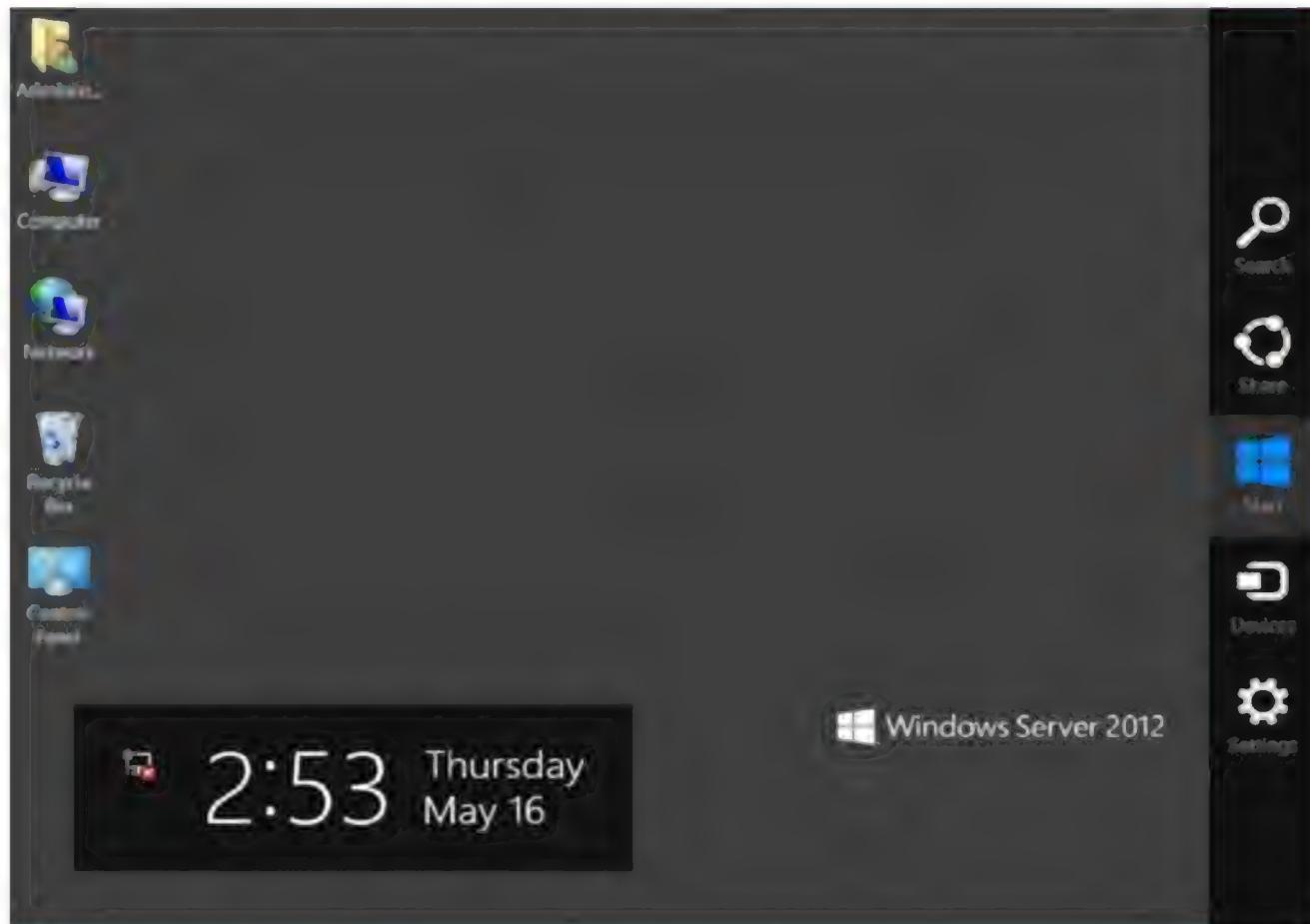
SRV1

Domain Controller

IP Address	10.0.0.1
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

Steps:

- Start



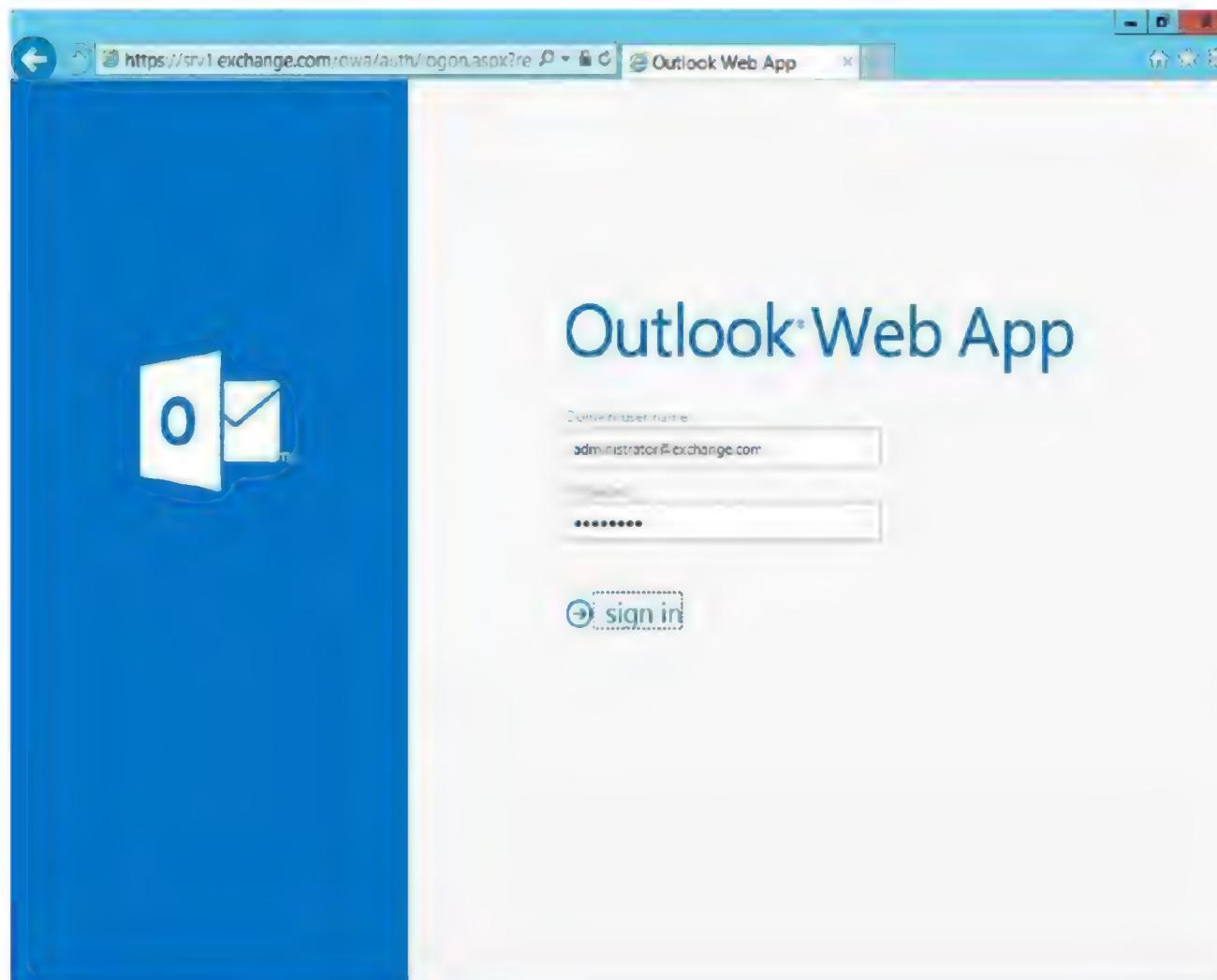
- Open Internet Explorer



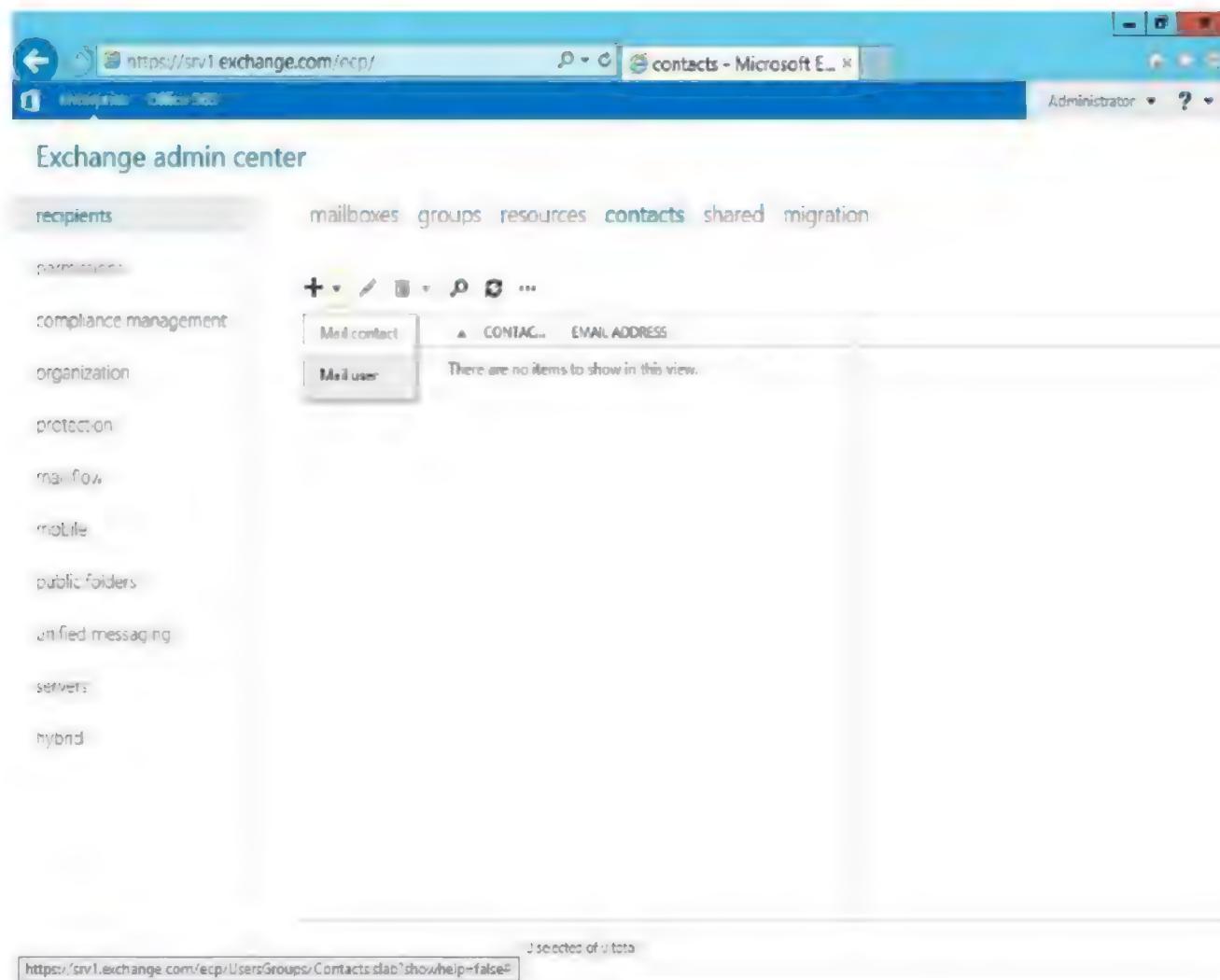
- Enter the address **https://FullyQualified Domain Name / Virtual Directory Name**
(Ex: https://srv1.exchange.com/ecp)



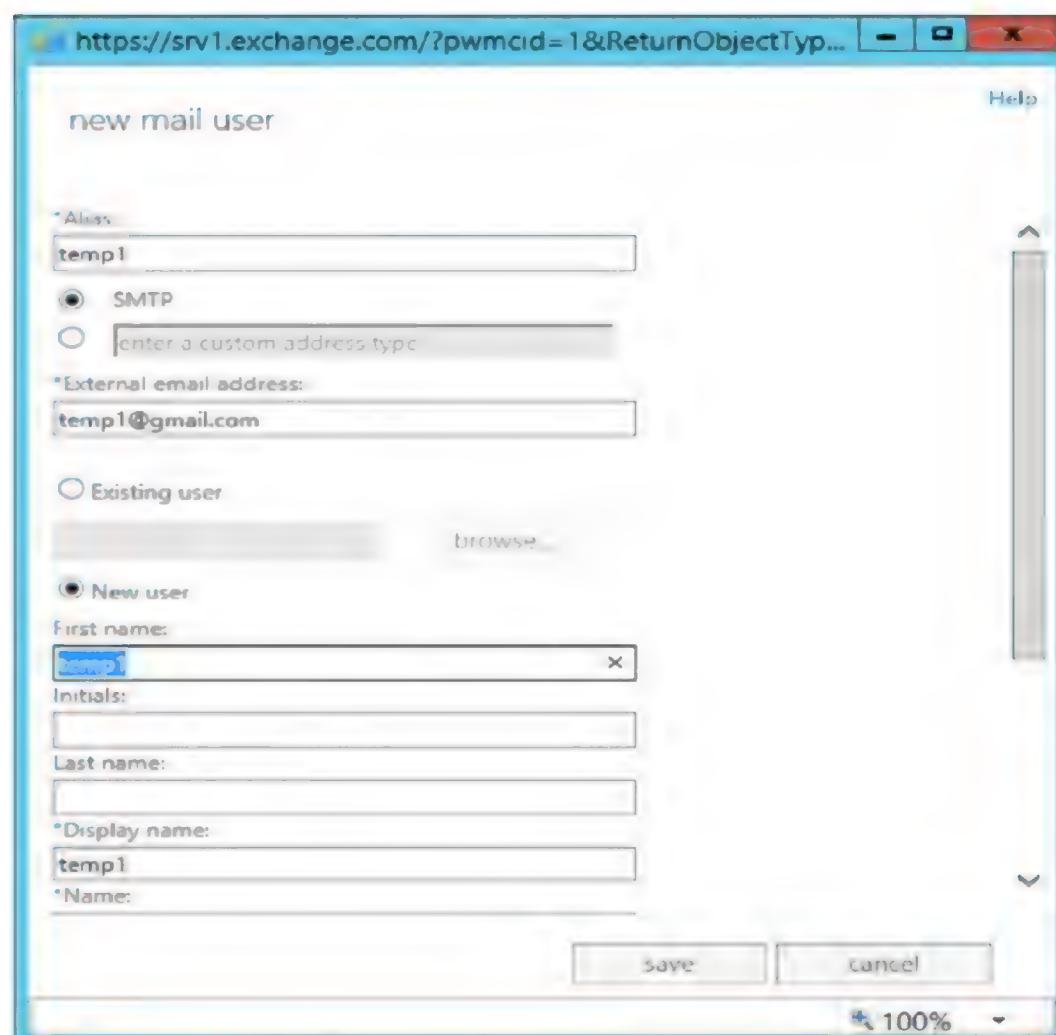
- Enter User Name and Password→click sign in



- In Exchange Admin Center → select Recipients → select Contacts tab → Expand (+) → select Mail User



- Enter Alias name → enter external email address → select New user → enter First name → scroll down



- Enter User logon name and password→click Save

new mail user

First name:

Initials:

Last name:

*Display name:

*Name:

Organizational unit: browse...

*User logon name: @

*New password:

*Confirm password:

Require password change on next logon

100%

Lab – 4: Creating Mail Contact

Objective:

To configure Mail Contact in Exchange Server using Exchange Admin Center Console.

Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.

Topology:



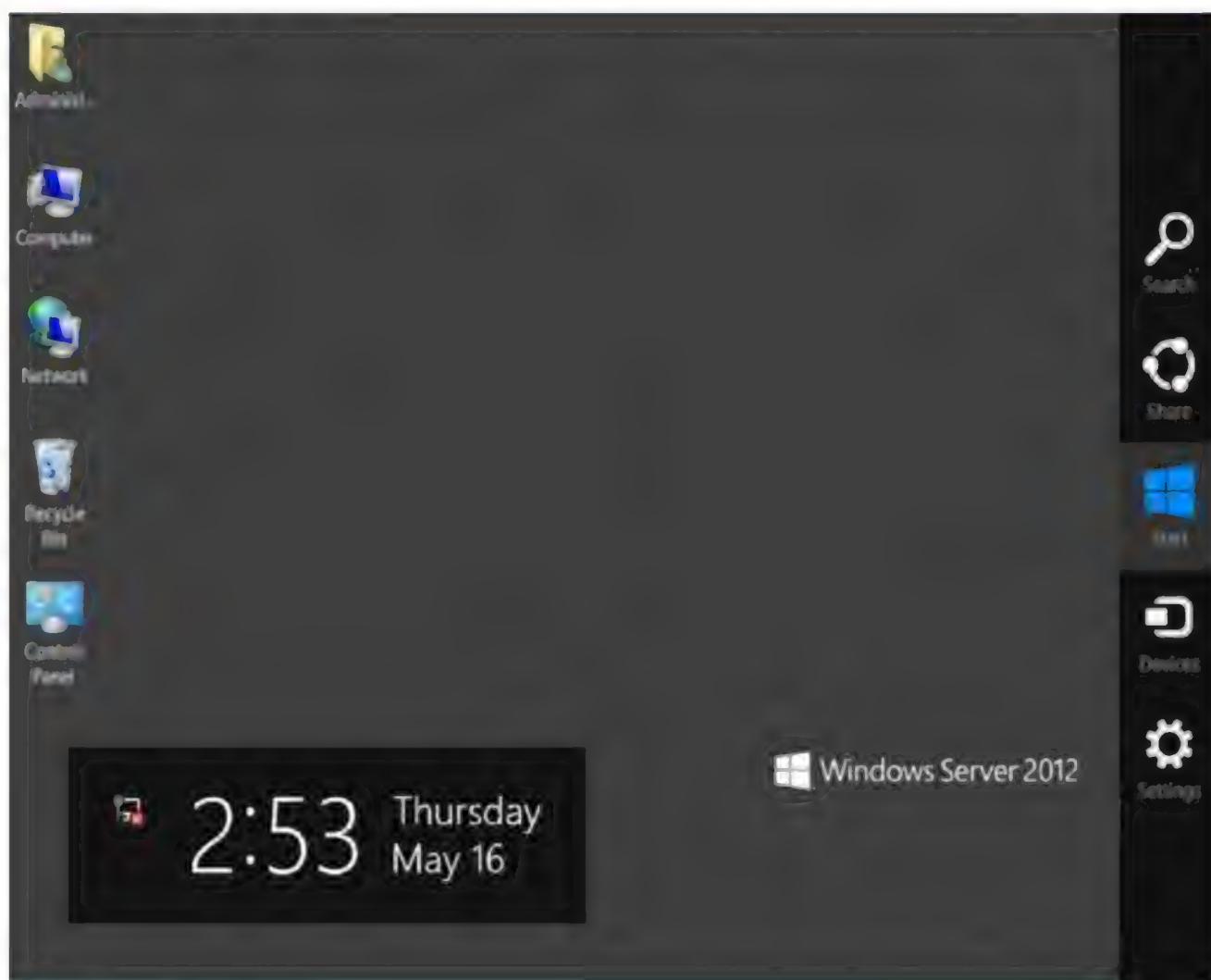
SRV1

Domain Controller

IP Address	10.0.0.1
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

Steps:

- Start



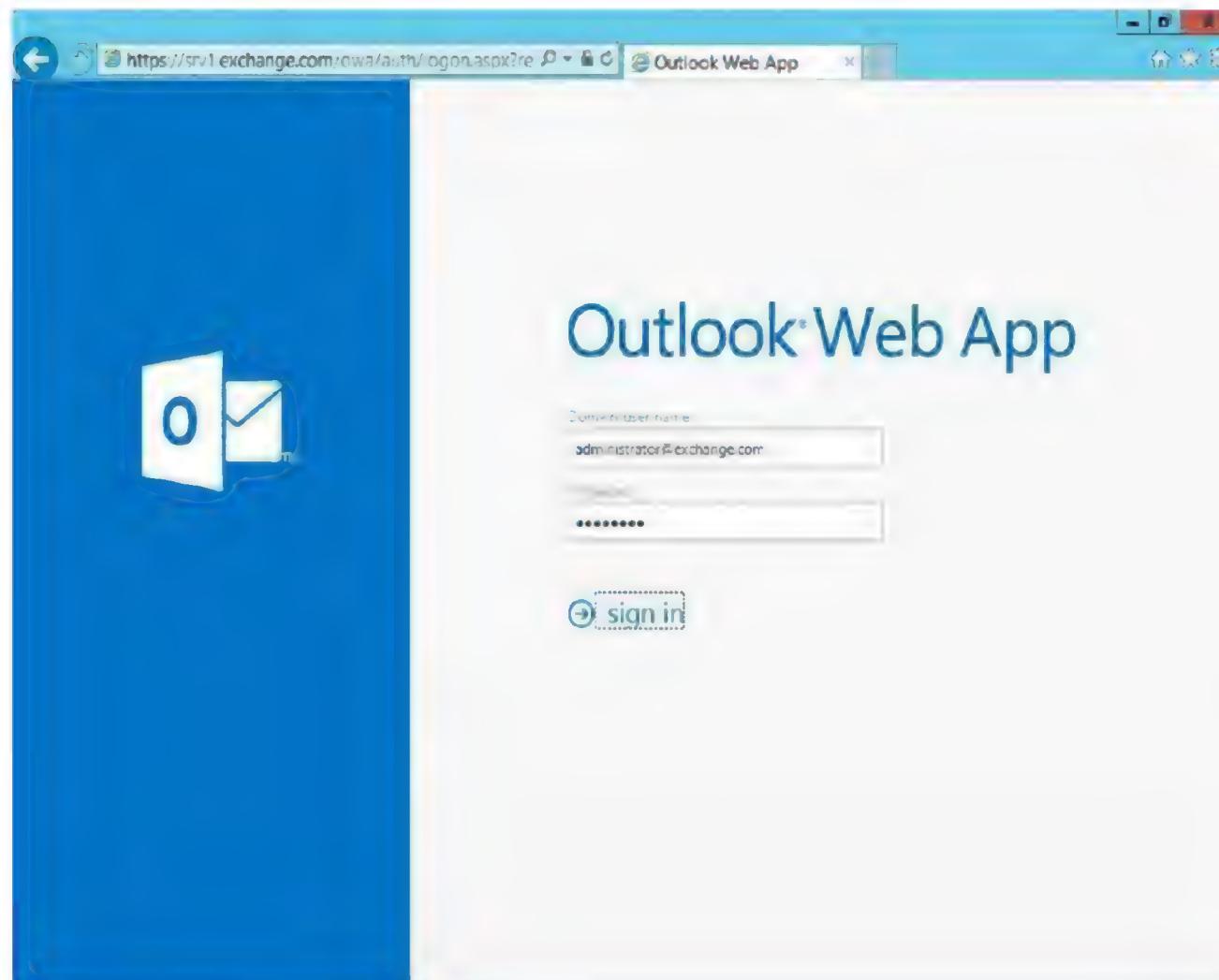
- Open Internet Explorer



- Enter the address **https://FullyQualified Domain Name / Virtual Directory Name**
(Ex: **https://srv1.exchange.com/ecp**)



- Enter User Name and Password→click sign in



- In Exchange Admin Center → select Recipients → select Contacts tab → Expand (+) → select Mail Contact

The screenshot shows the Exchange Admin Center interface. The left navigation pane includes links for recipients, mailboxes, groups, resources, contacts (which is highlighted in blue), shared, and migration. The main content area displays a list of contacts, with a new contact entry being created. The 'New Contact' dialog has 'Mail contact' selected as the type. The contact name is listed as 'temp1' and the email address is 'temp1@gmail.com'. The status bar at the bottom indicates the URL as <https://srv1.exchange.com/ecp/UsersGroups/Contacts.slab?showhelp=false>.

- Enter first name, alias name and external email address → click save

The screenshot shows the 'new mail contact' dialog box. The form fields are filled with the following values:

- First name: sam
- Initials: (empty)
- Last name: (empty)
- Display name: sam
- Name: sam
- Alias: sam
- External email address: sam@yahoo.com
- Organizational unit: (empty)

At the bottom of the dialog, there are 'SAVE' and 'cancel' buttons, and a zoom level indicator of 100%.

Lab – 5: Creating Distribution Group

Objective:

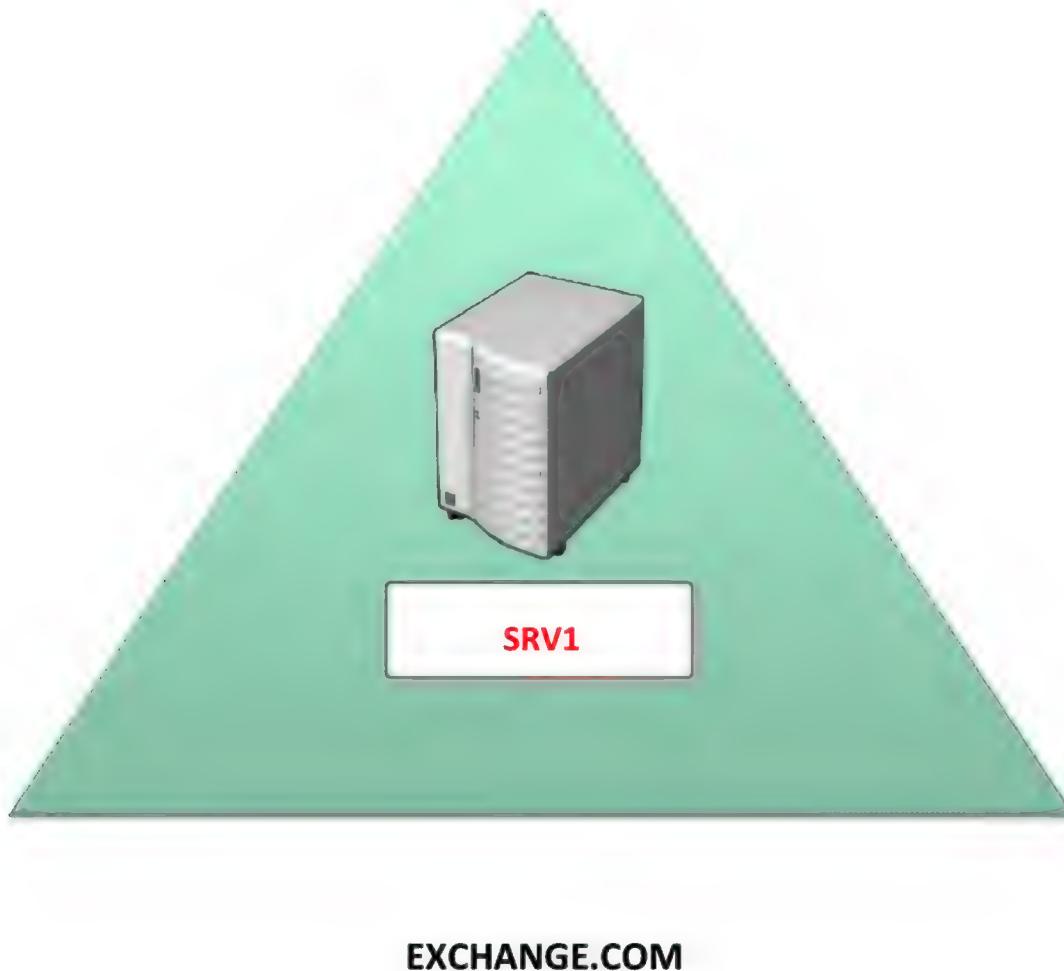
To configure Distribution Group in Exchange Server using Exchange Admin Center Console.

Pre-requisites:

Before working on this lab, you must have

1. A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.

Topology:

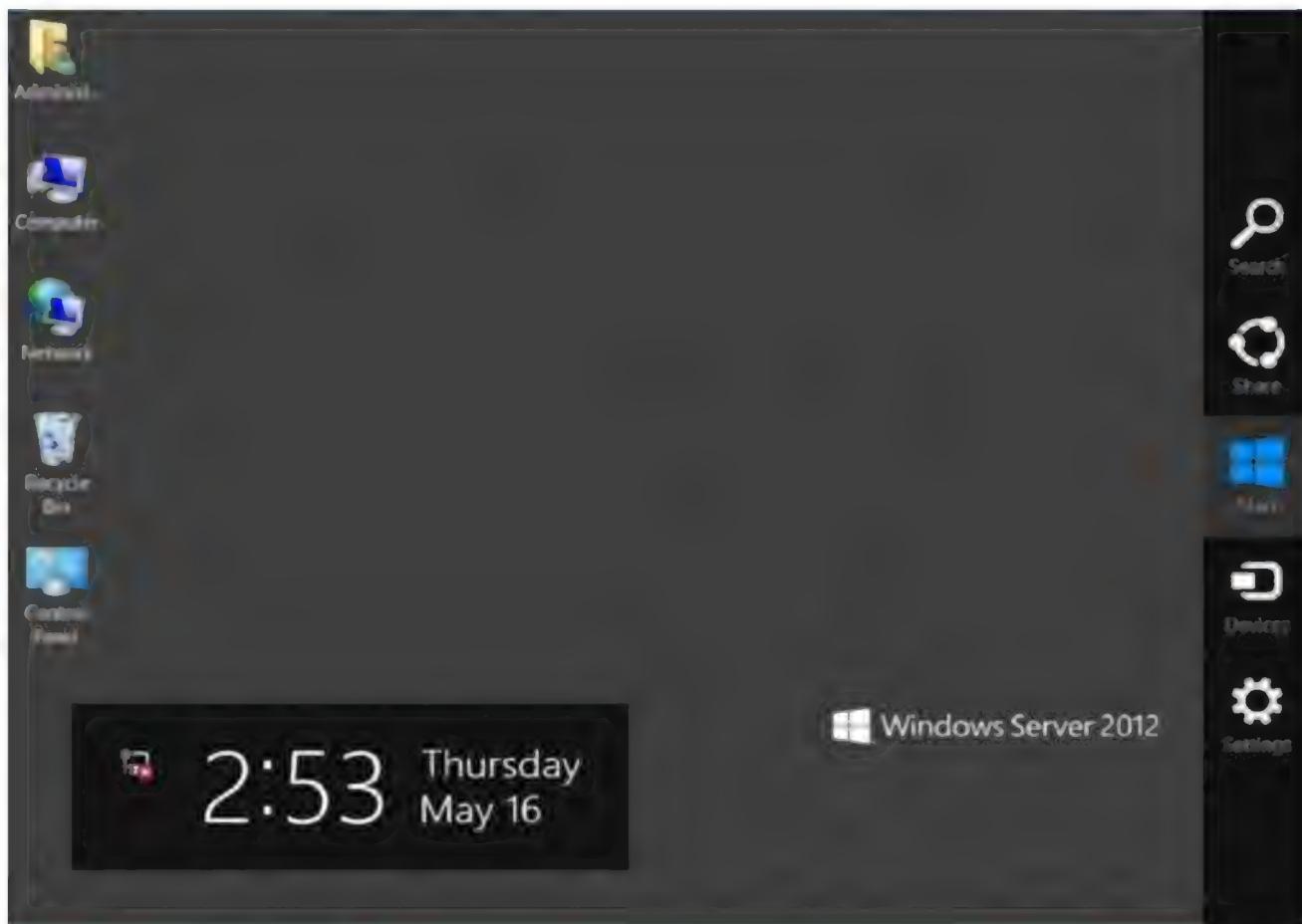


SRV1

Domain Controller

IP Address	10.0.0.1
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

- Start



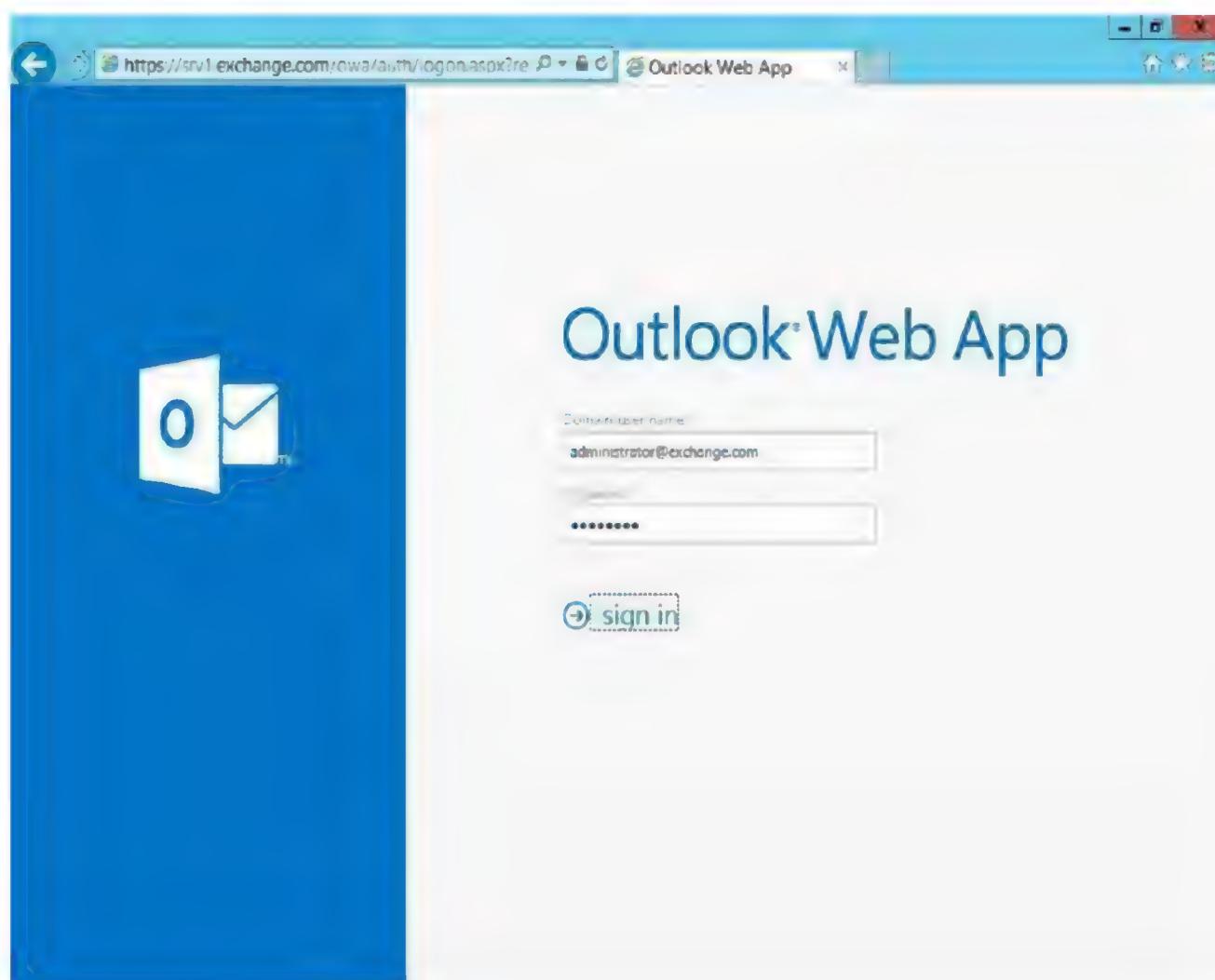
- Open Internet Explorer



- Enter the address <https://FullyQualified Domain Name / Virtual Directory Name>
(Ex: <https://srv1.exchange.com/ecp>)



- Enter User Name and Password→click sign in



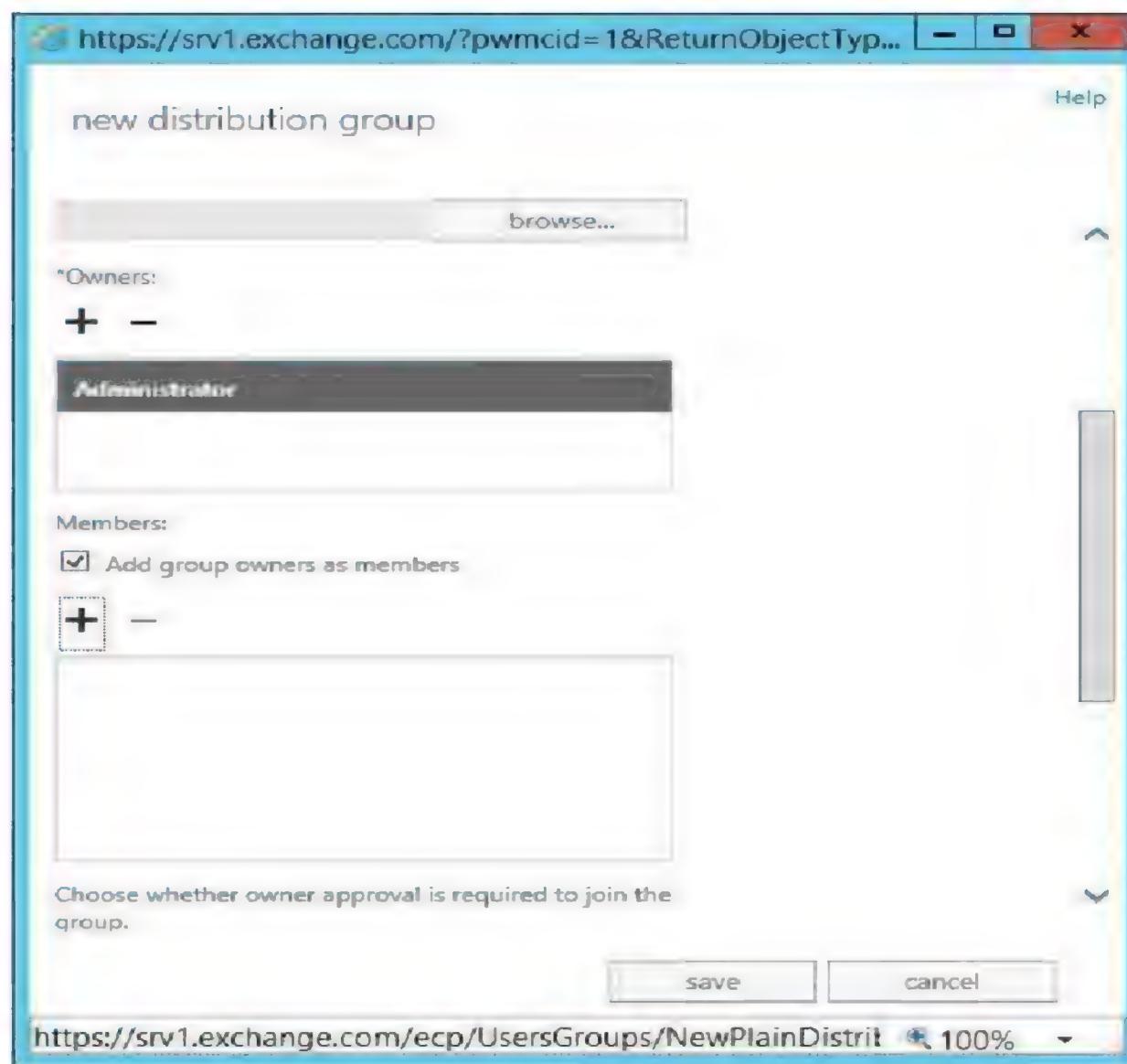
- In Exchange Admin Center → select Recipients → select Groups tab → Expand (+) → select Distribution Group

The screenshot shows the Exchange Admin Center interface. The top navigation bar has tabs for recipients, mailboxes, groups, resources, contacts, shared, and migration. The 'groups' tab is selected. Below the tabs, there's a toolbar with icons for creating (+), deleting (-), and searching. A tooltip for 'Distribution group' is displayed, showing its definition: 'This name will appear in the address book and on the To and Cc lines when email is sent to this group. The display name should be user-friendly so that users will recognize what it is.' The main content area shows a table with columns for 'Distribution group', 'TYPE', and 'EMAIL ADDRESS'. The table is empty, displaying the message 'We are no items to show in this view.'

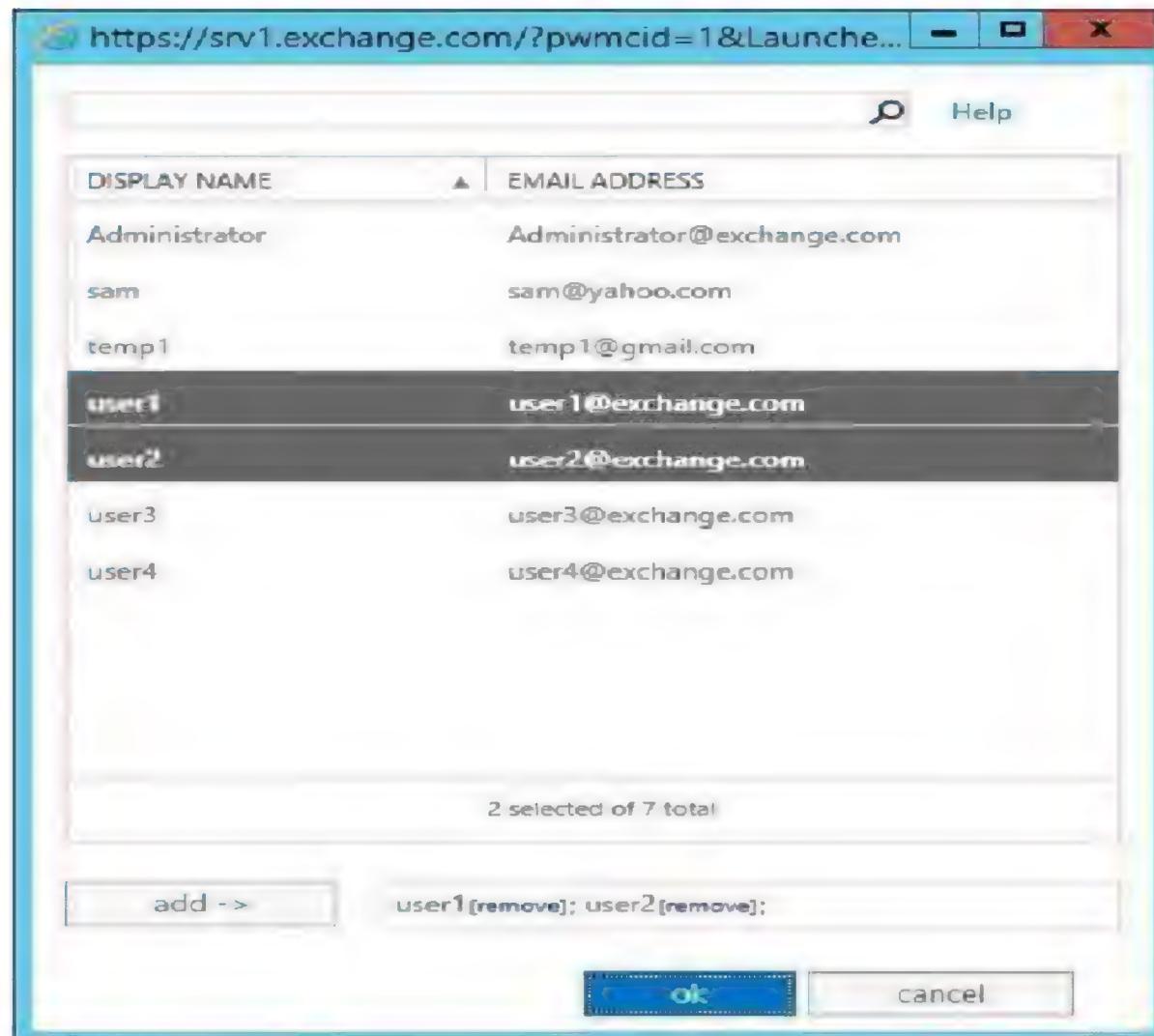
- Enter Display name and Alias name → scroll down

The screenshot shows the 'new distribution group' dialog box. It has fields for 'Display name' (set to 'sales') and 'Alias' (set to 'sales'). A tooltip for 'Display name' explains its purpose: 'This name will appear in the address book and on the To and Cc lines when email is sent to this group. The display name should be user-friendly so that users will recognize what it is.' There are also fields for 'Description', 'Organizational unit' (with a 'browse' button), 'Owners' (set to 'Administrators'), and 'Members'. At the bottom are 'save' and 'cancel' buttons.

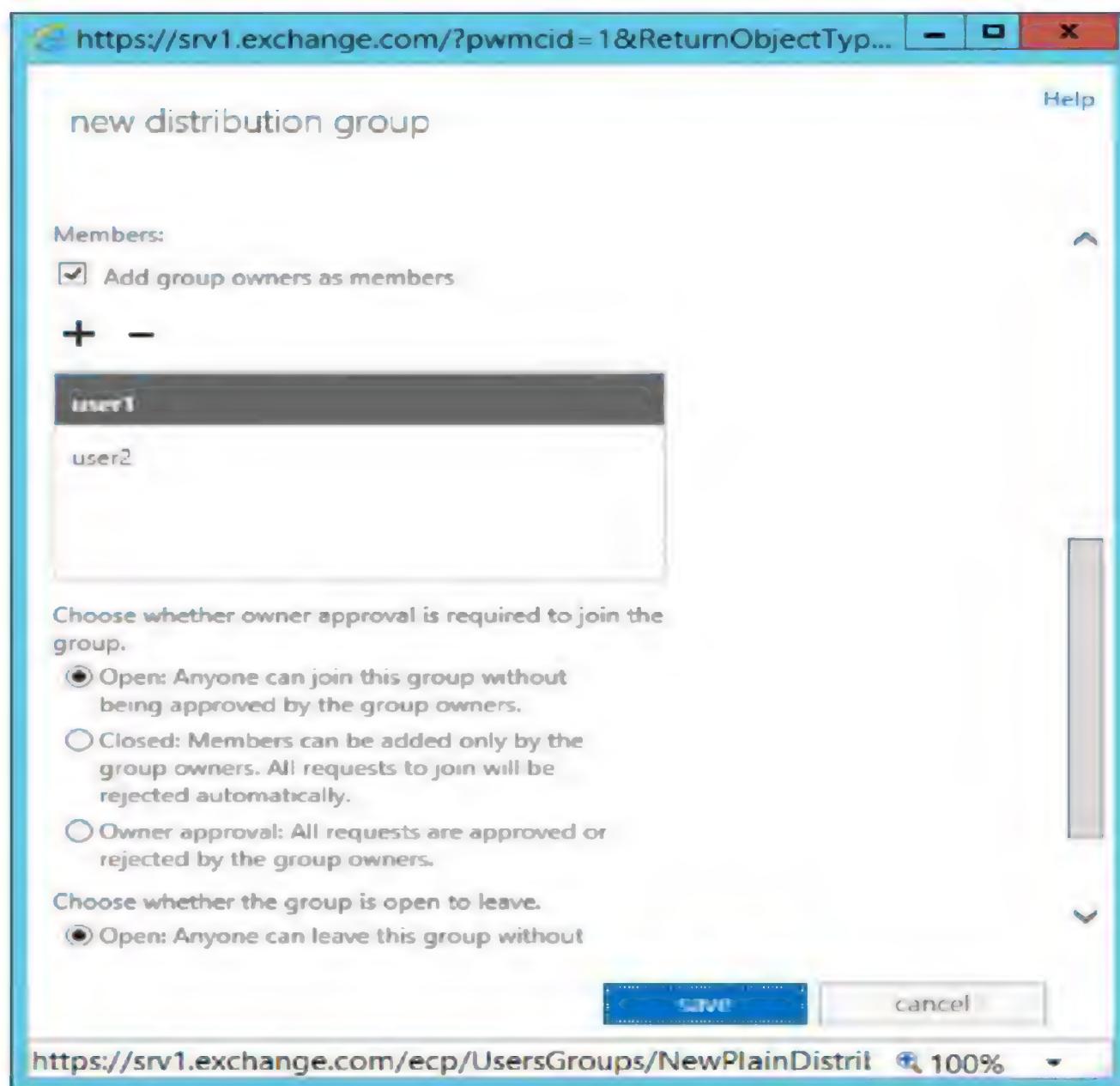
- Select **Members**→click on (+) Add



- Select the **specific users**→click **Add**→click **Ok**



- Click Save



Lab – 6: Accessing the Mailbox using Outlook Web App

Objective:

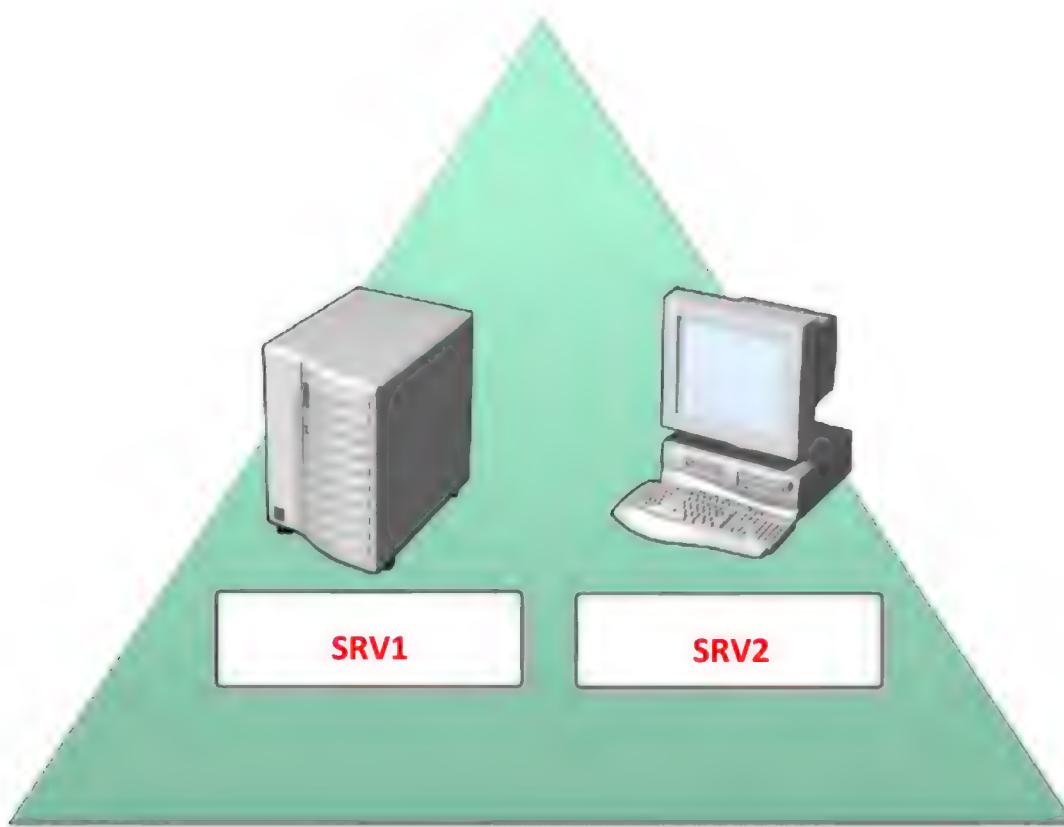
To access Email Account using Outlook Web App

Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.
- A computer running Windows 2012 server or windows 7

Topology:



SRV1

Domain Controller

IP Address 10.0.0.1

Subnet Mask 255.0.0.0

Preferred DNS 10.0.0.1

SRV2

Member Server / Client

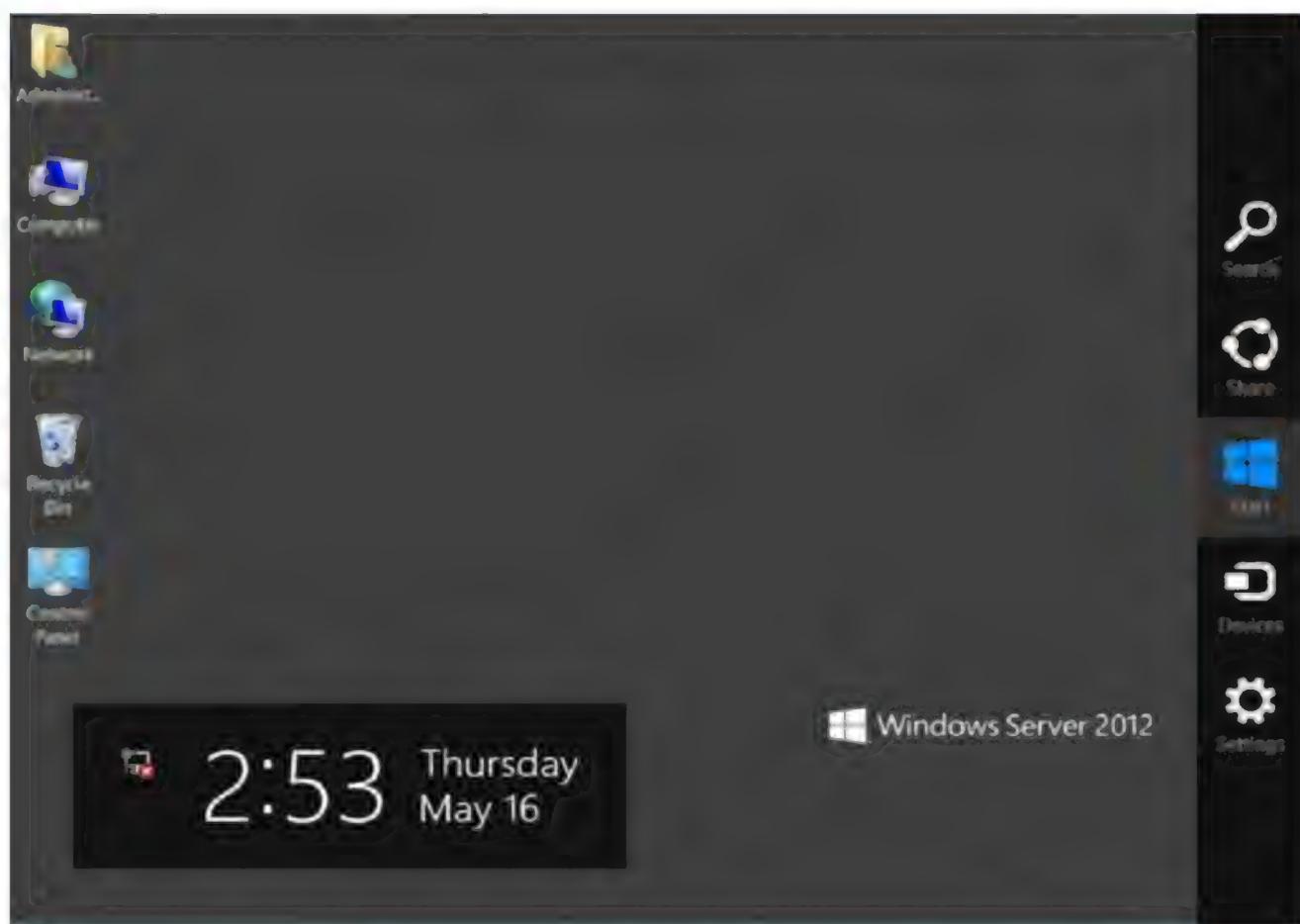
IP Address 10.0.0.2

Subnet Mask 255.0.0.0

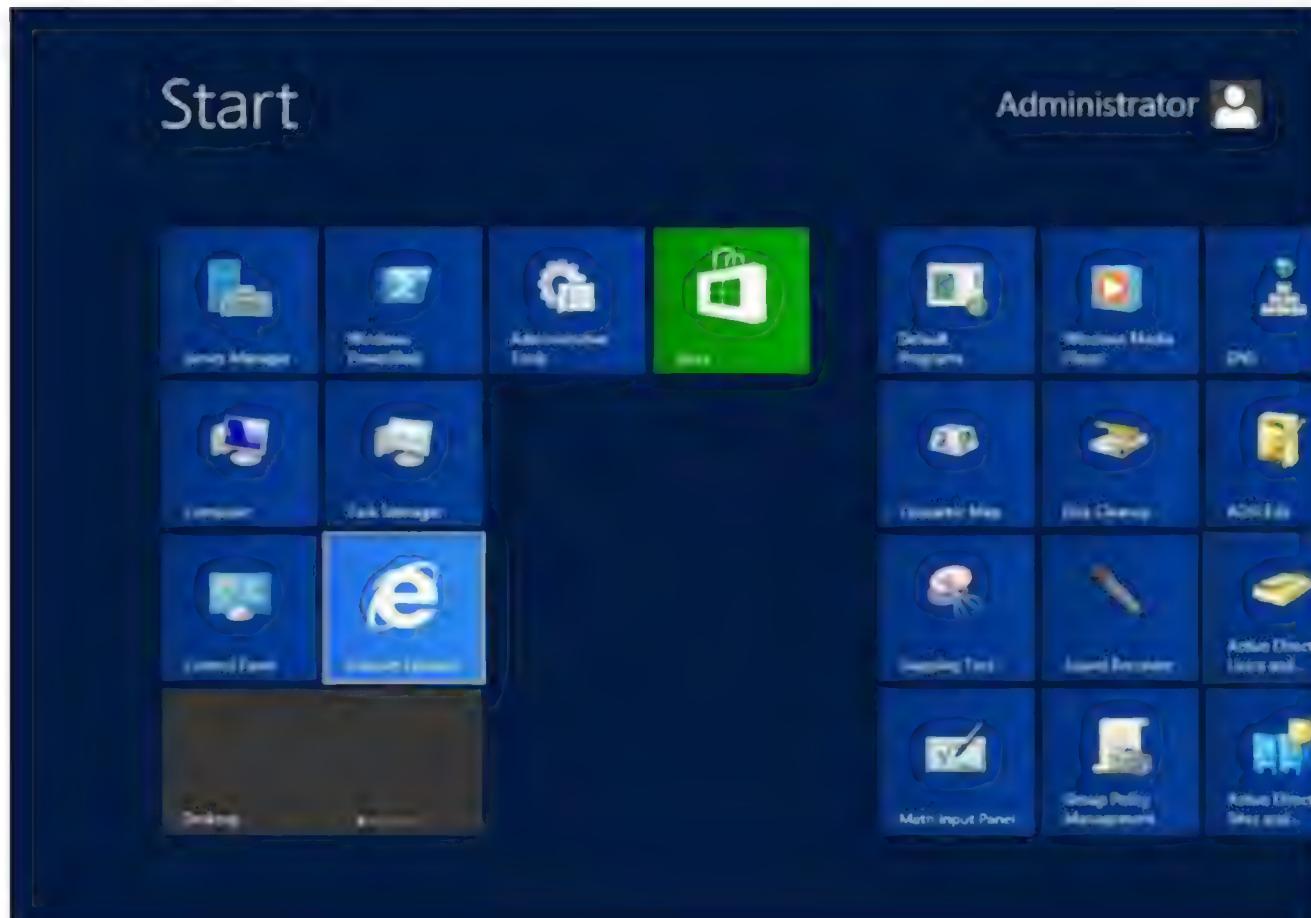
Preferred DNS 10.0.0.1

Steps:

- Start



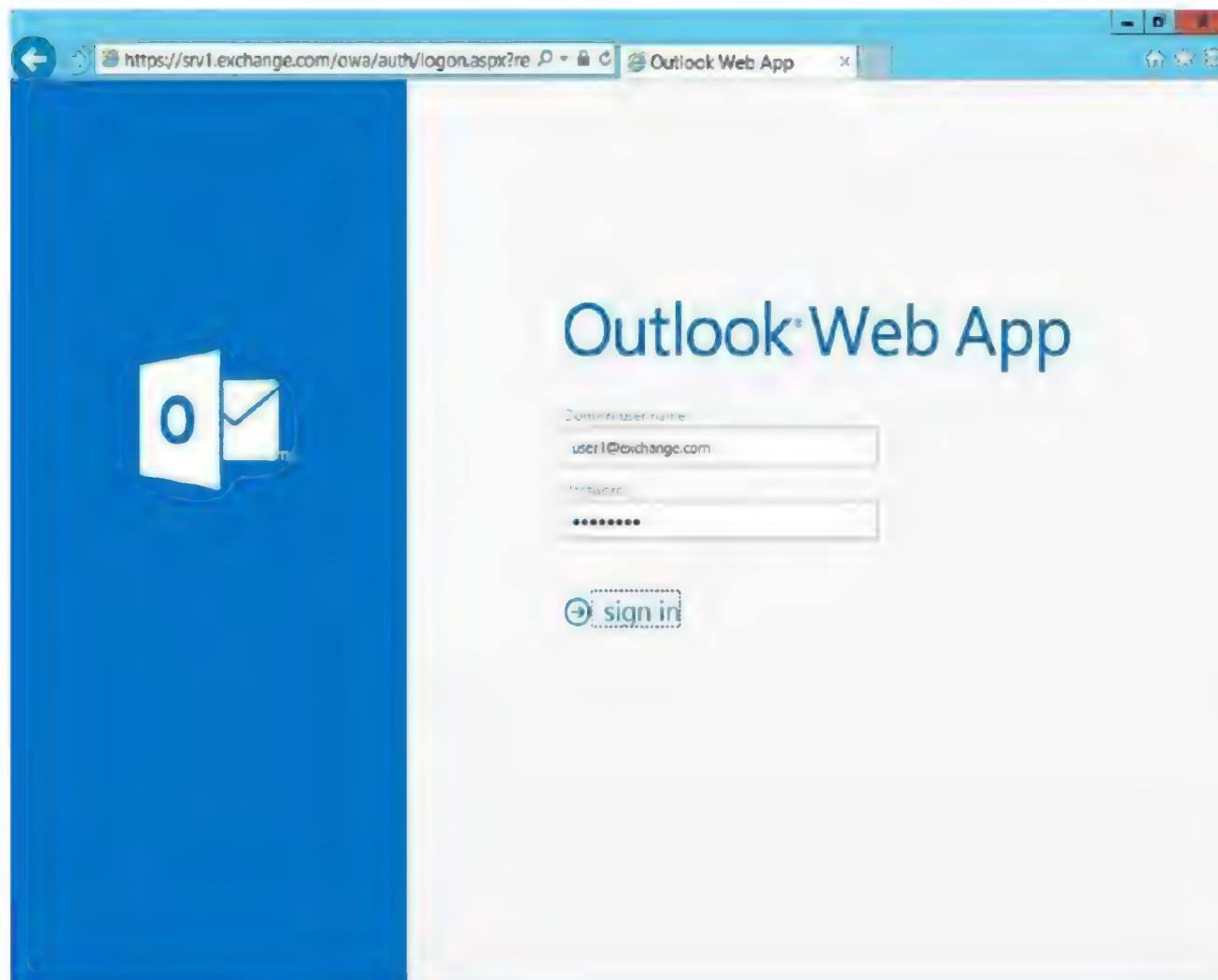
- Open Internet Explorer



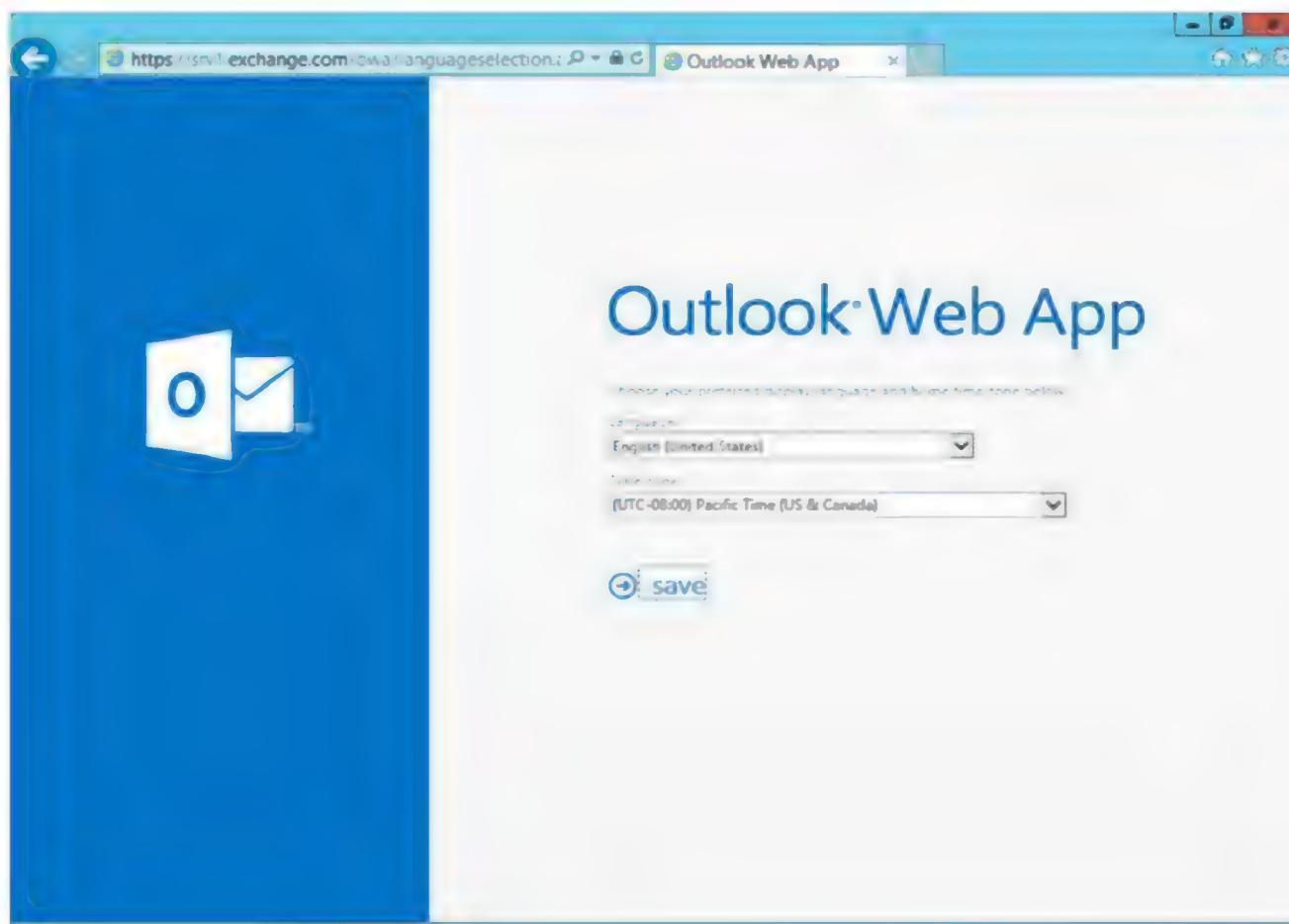
- Enter the address **https://FullyQualified Domain Name / Virtual Directory Name**
(Ex: https://srv1.exchange.com/owa)



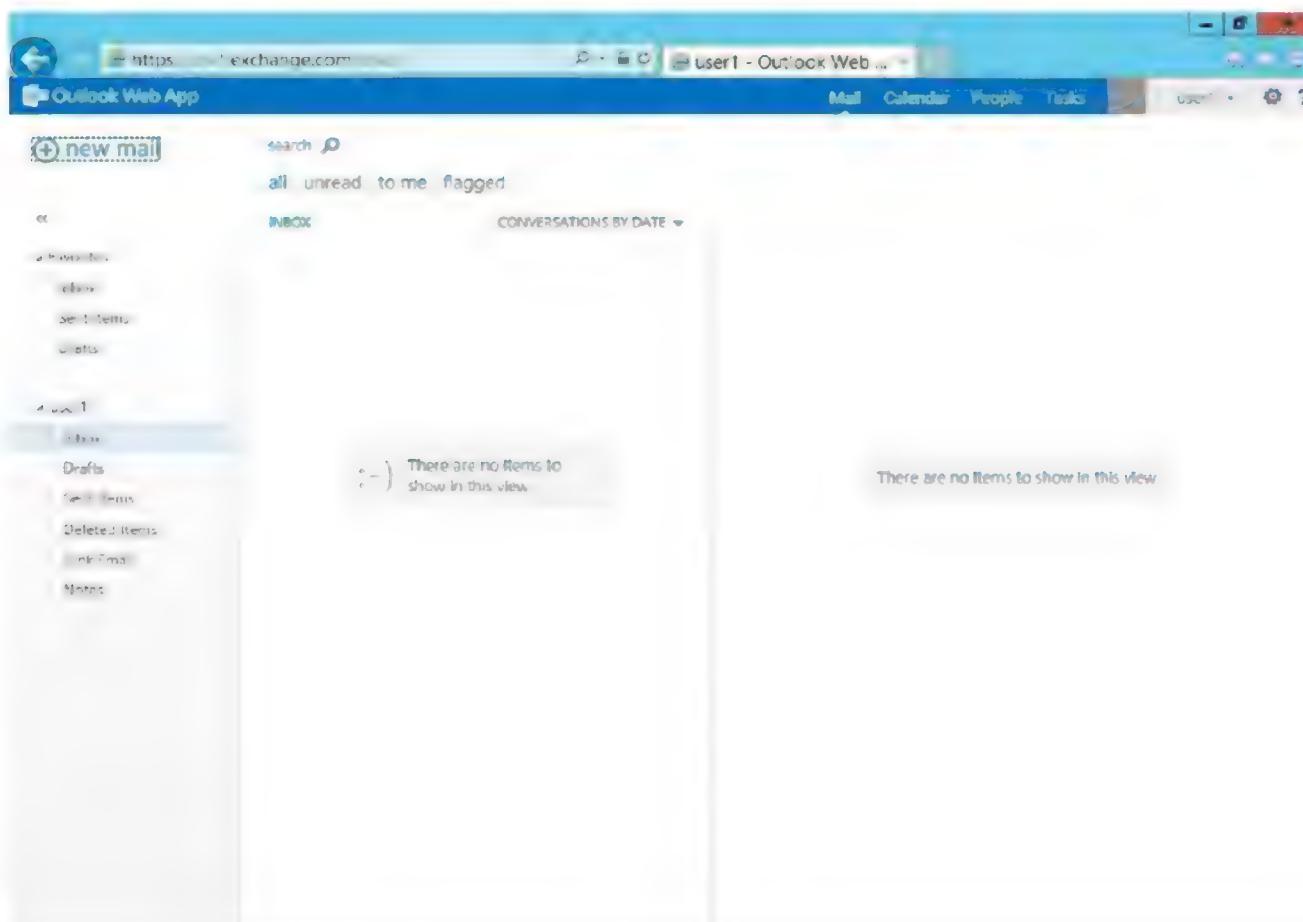
- Enter User Name and Password of the User→Click Sign In



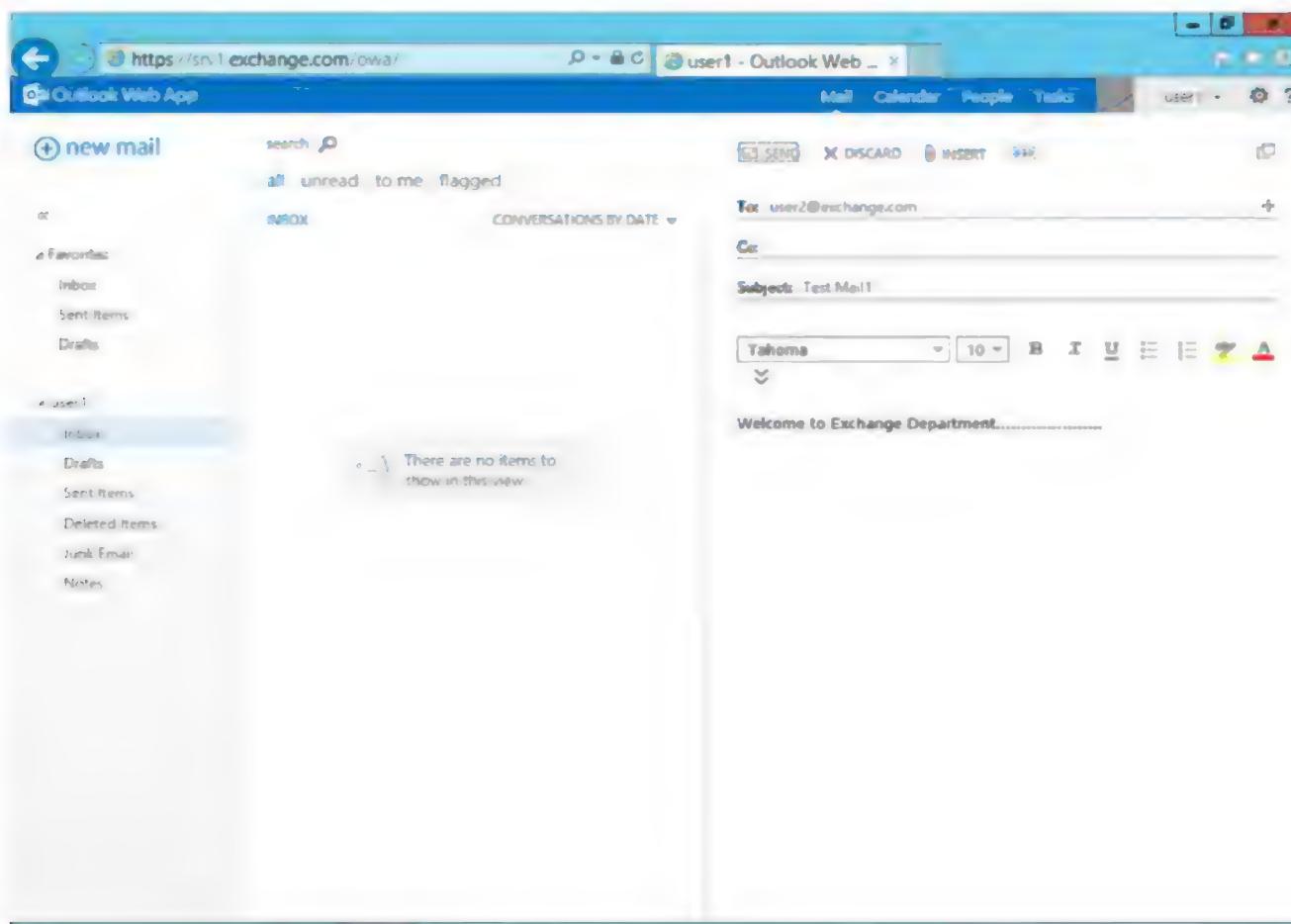
- Click Save



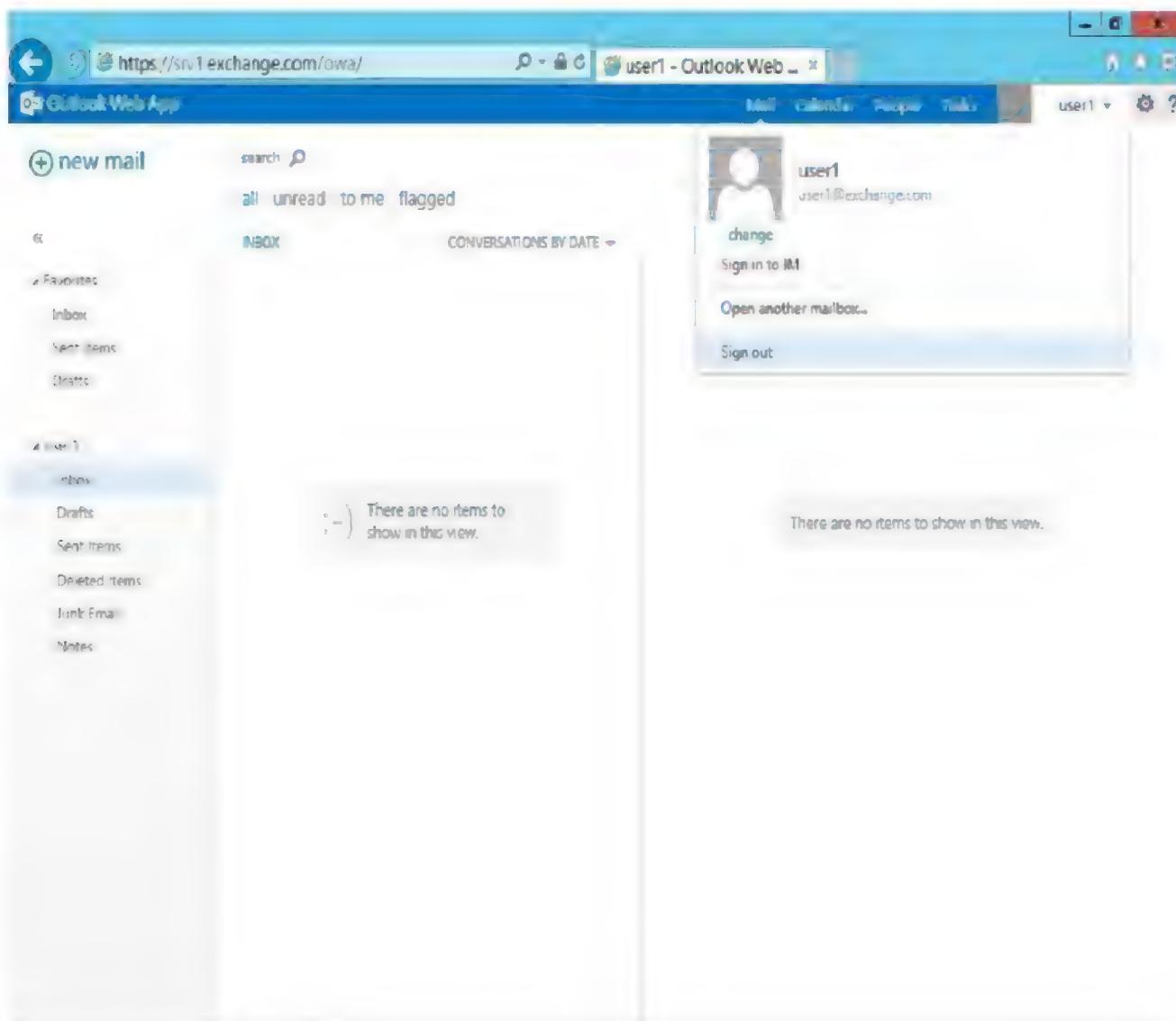
- Select New Mail



- Enter User name→enter the Subject→enter the Message→Click Send

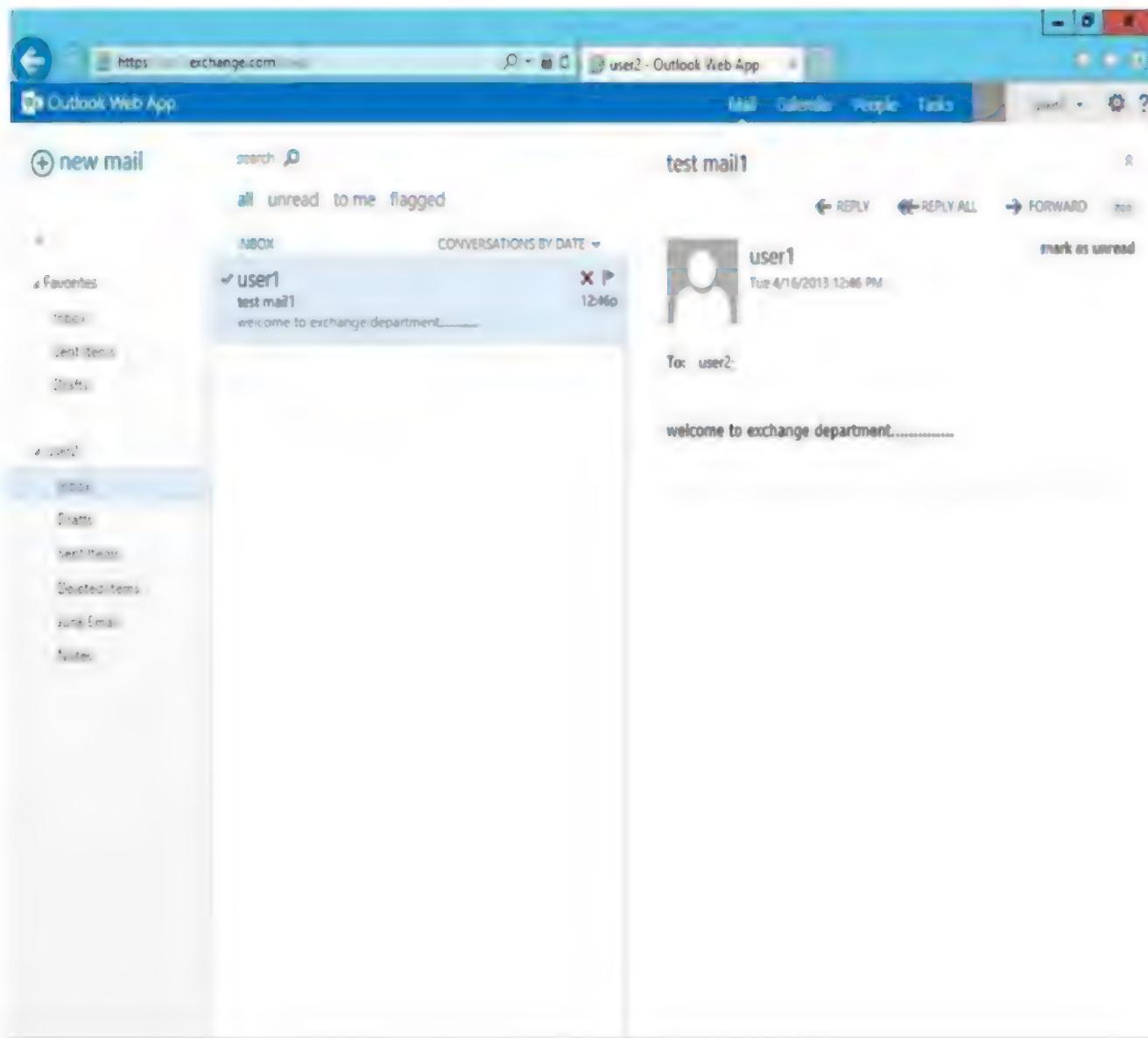


- Click on Sign Out



Verification:

- Log in as **User2** and check the **Mail** for confirmation



Lab – 7: Accessing the Mailbox using Microsoft Office Outlook 2013

Objective:

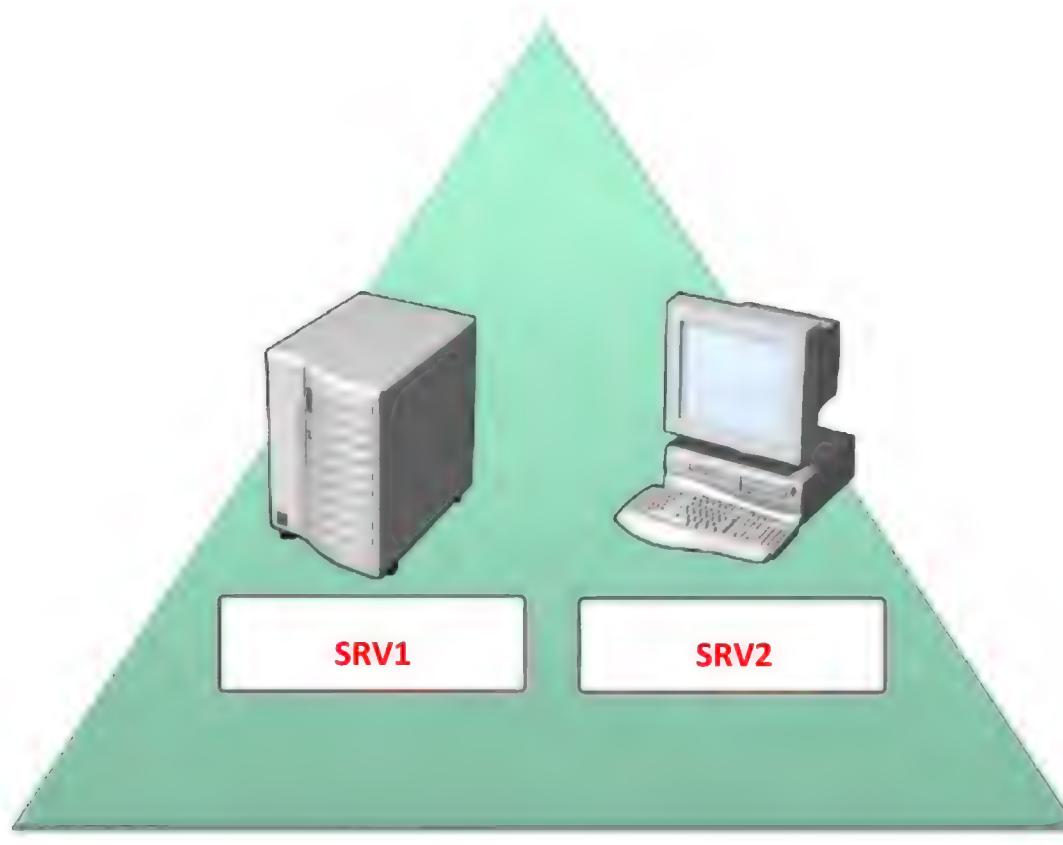
To access Email account using MS Office Outlook client

Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.
- A computer running Windows 7 with MS Office 2013 installed.

Topology:



SRV1

Domain Controller

IP Address

10.0.0.1

Subnet Mask

255.0.0.0

Preferred DNS

10.0.0.1

SRV2

Client

IP Address

10.0.0.2

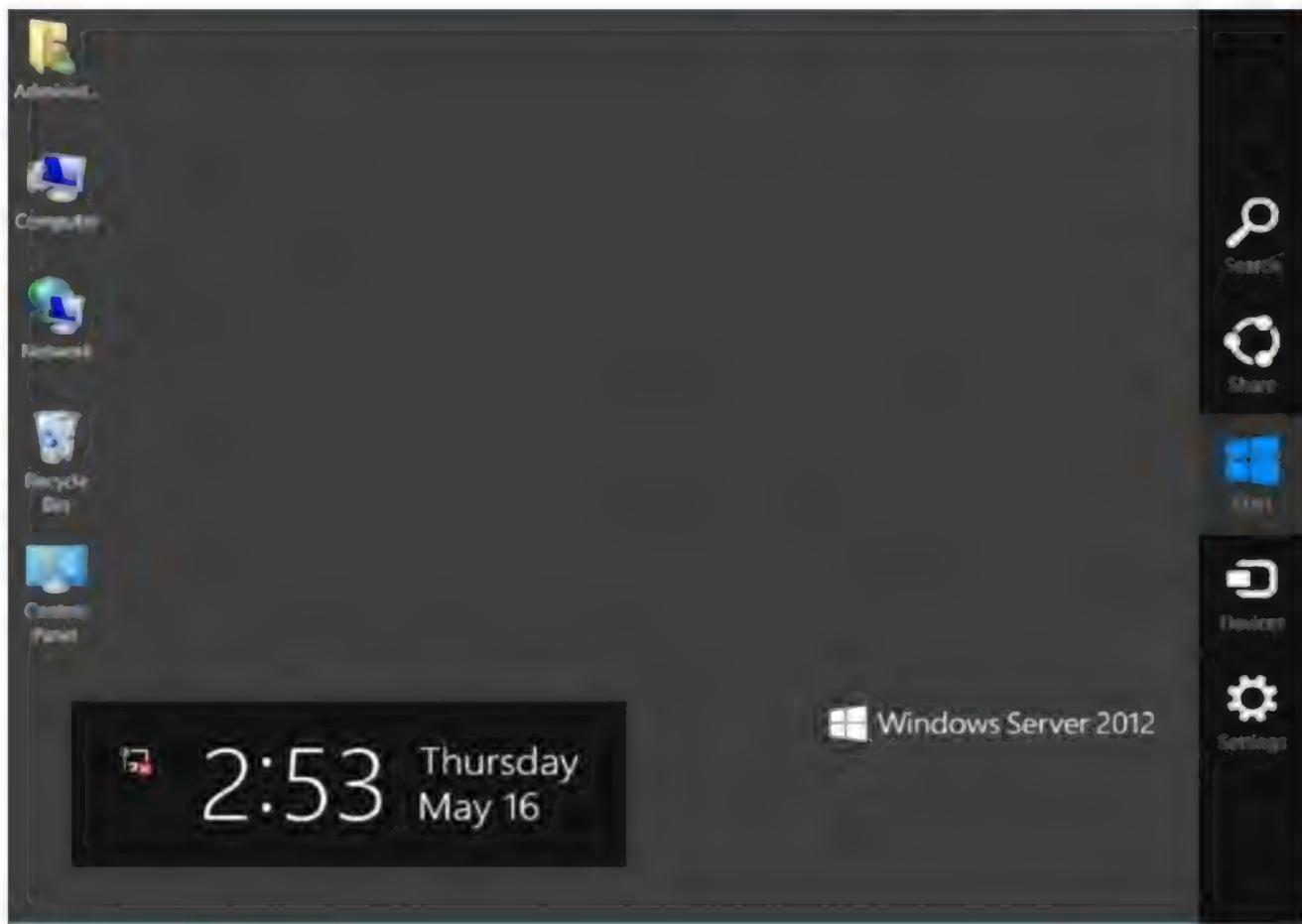
Subnet Mask

255.0.0.0

Preferred DNS

10.0.0.1

- Start



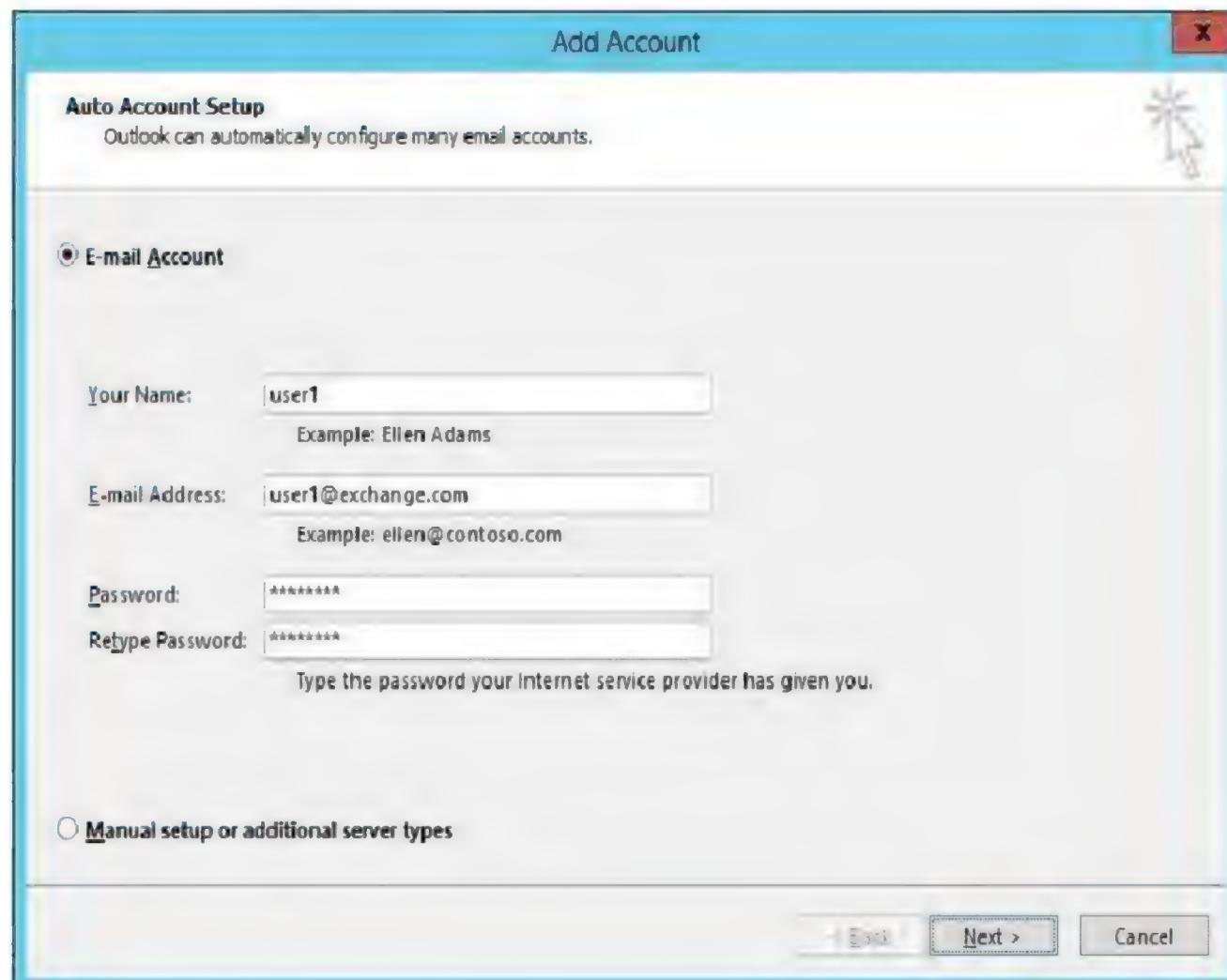
- Open Outlook 2013



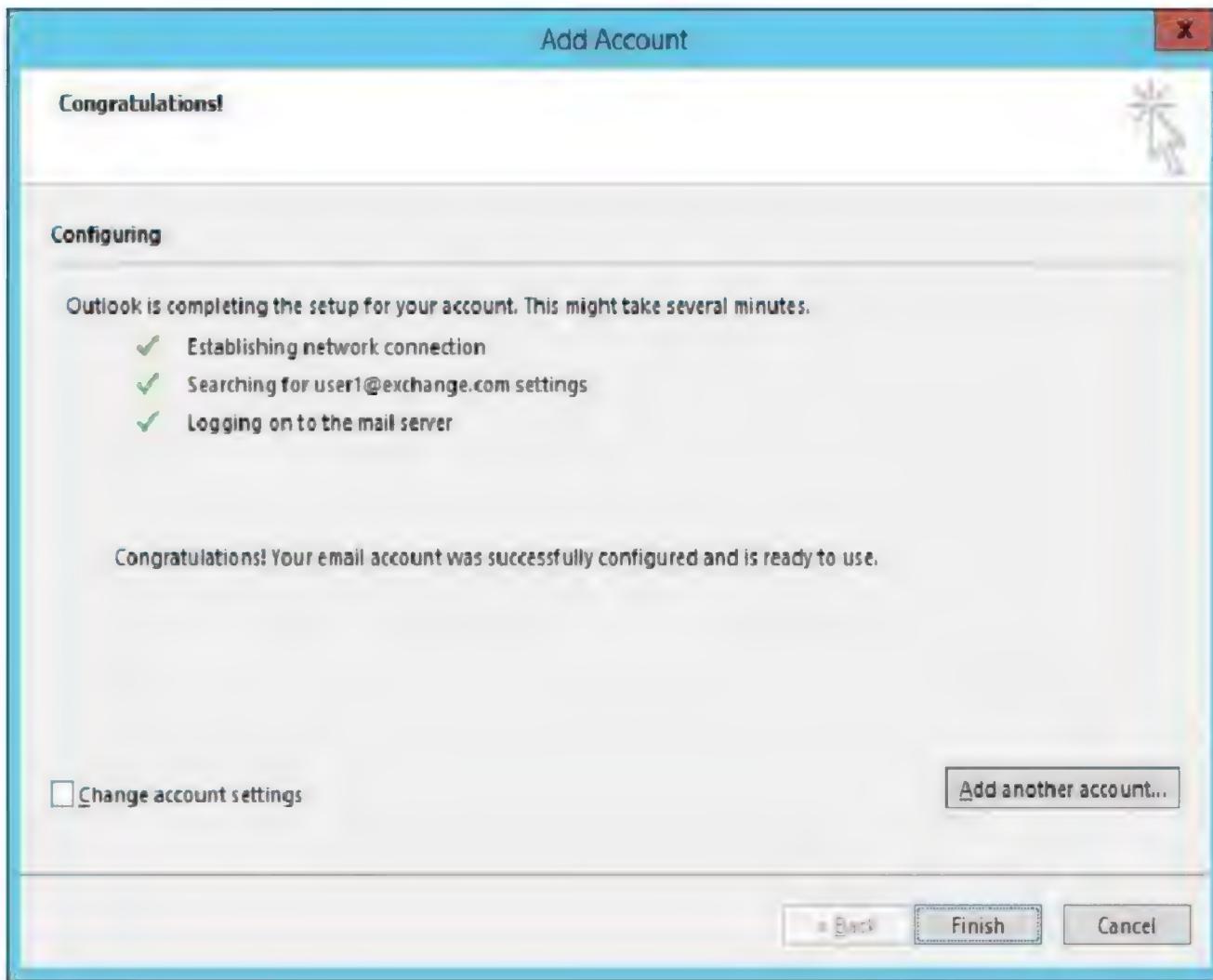
- Enter User name (Ex: - User1)→Click Ok.



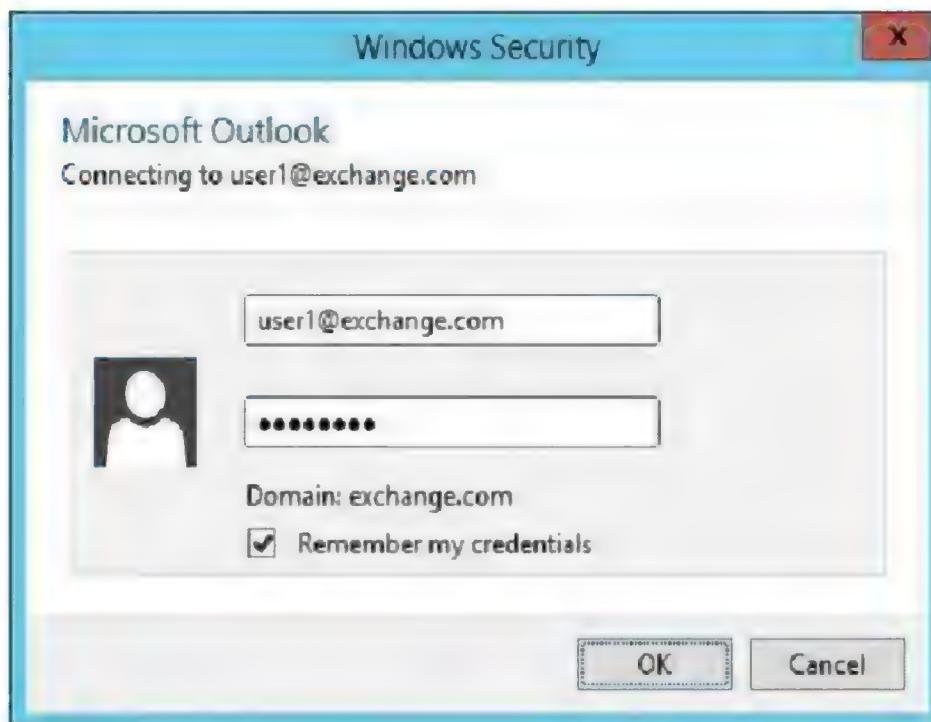
- Enter User Name, E-mail Address and Password→Click Next



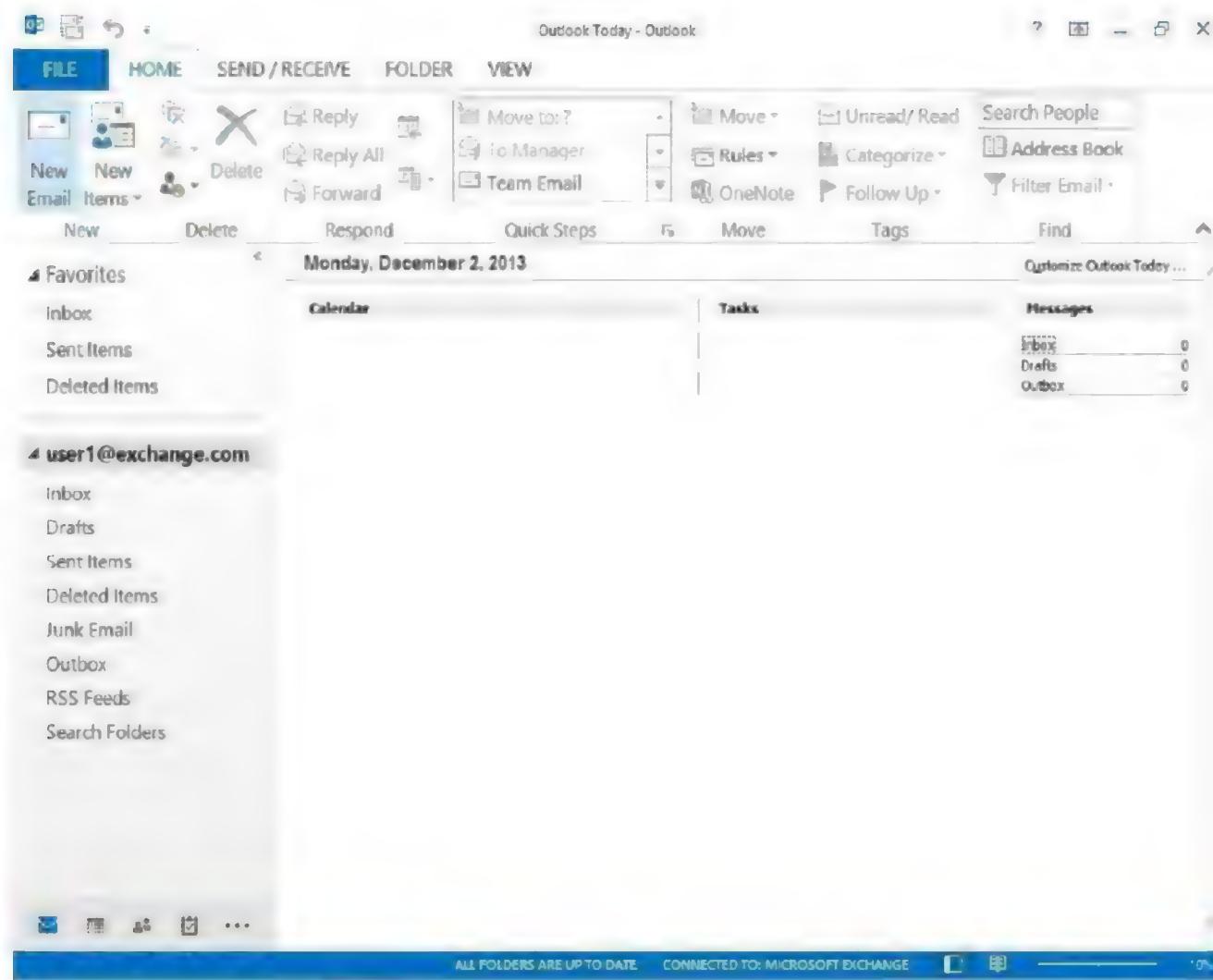
- Click Finish



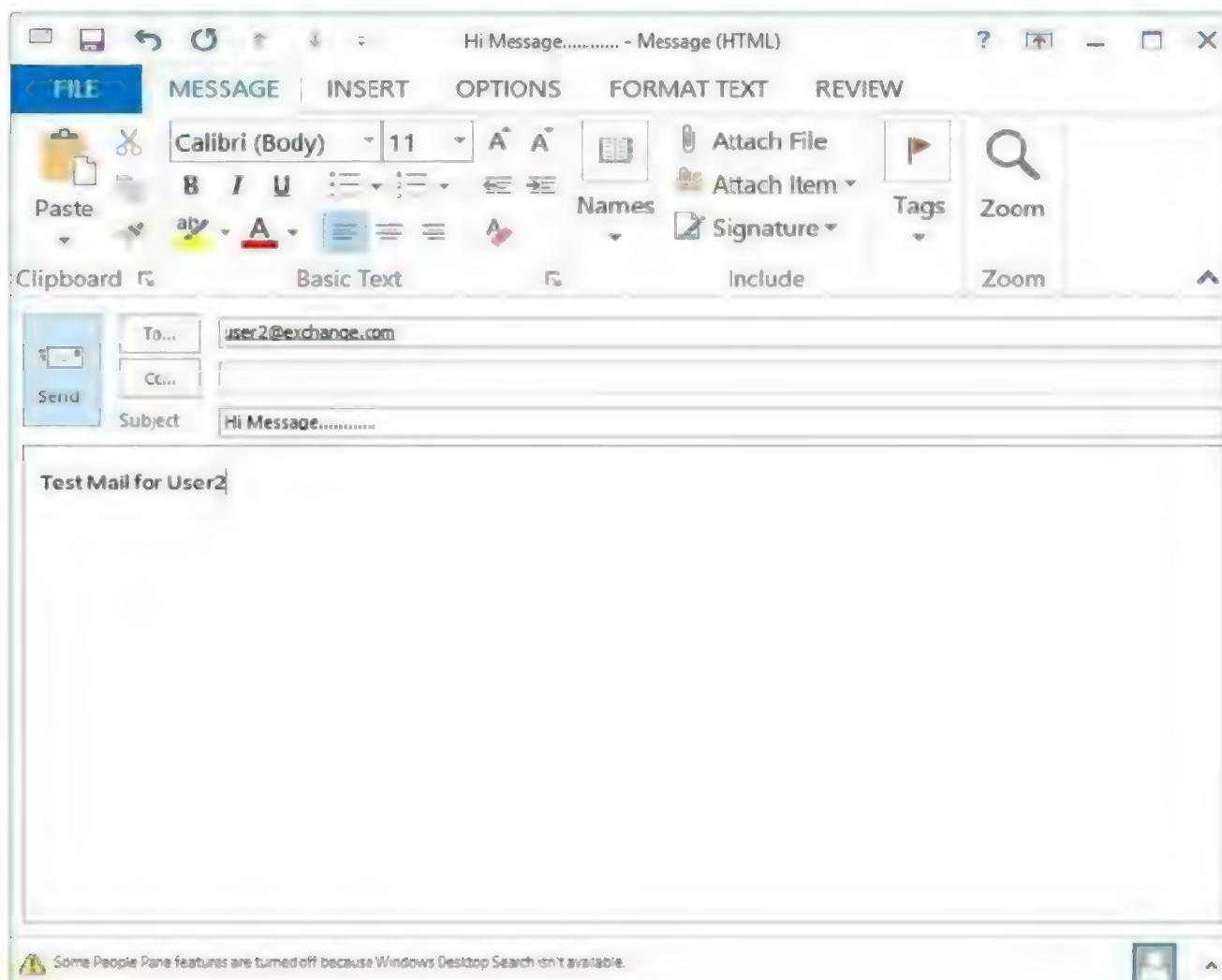
- Enter User E-mail Address and Password→Click Ok



- Access the Mailbox of User1→Click New Mail

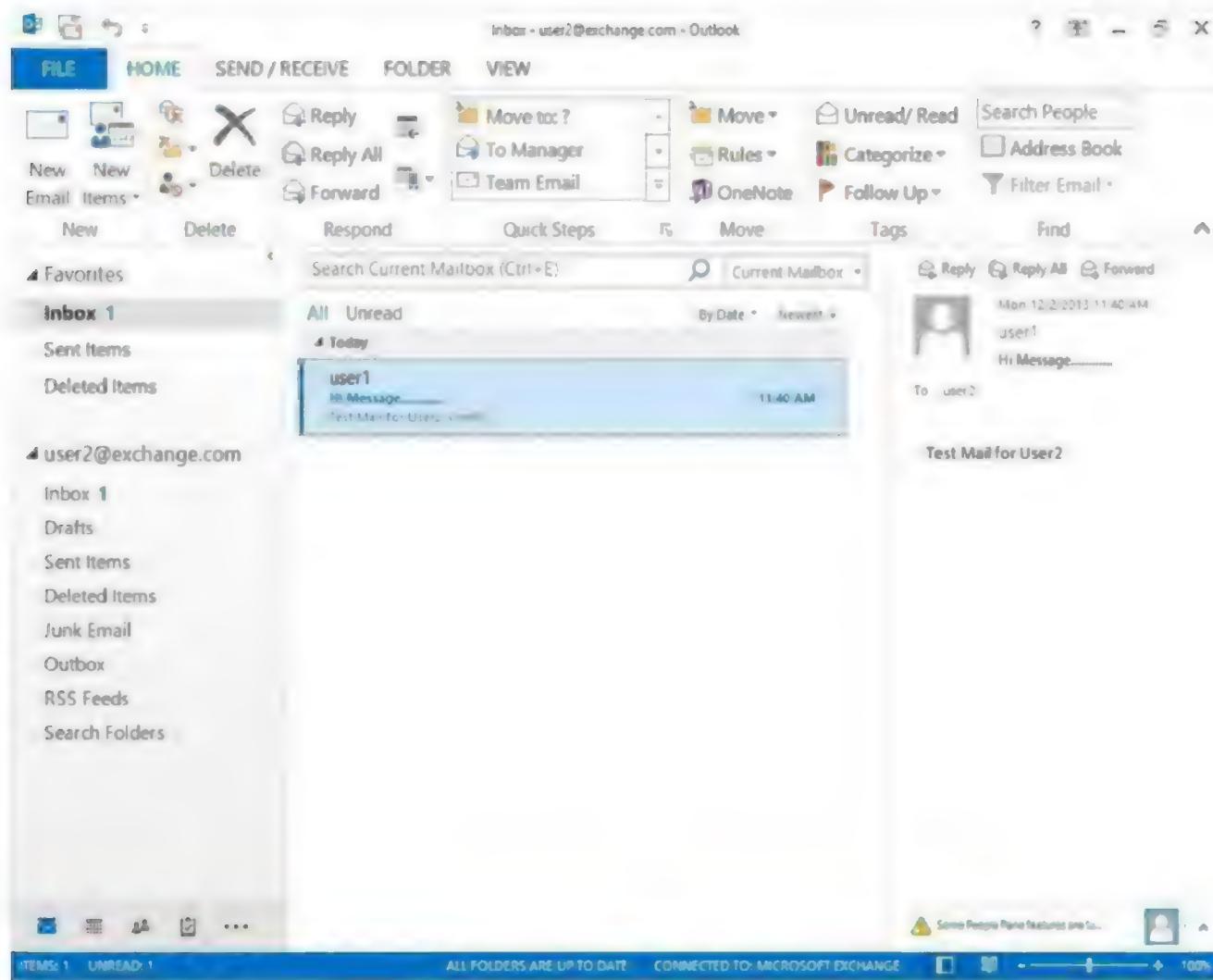


- Type the user email address (Ex: User2)→Click Send



Verification:

1. Log in as **User2** and check the **Mail** for confirmation in **MS Office Outlook 2013**



Lab – 8: Adding Multiple E-Mail Addresses to Mailbox

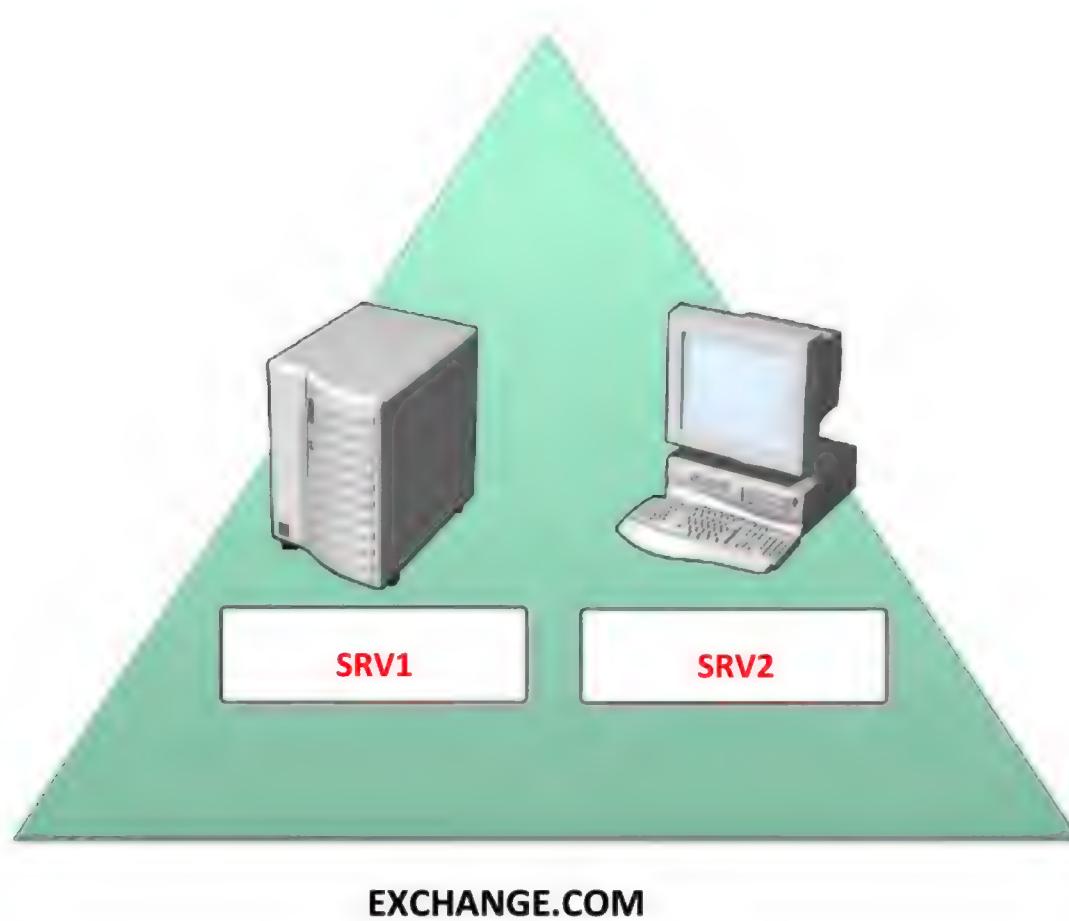
Objective:

To add multiple emails addresses for a Mailbox Enabled User

Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.
- A computer running Windows 7.

Topology:**SRV1****SRV2****Domain Controller****Client**

IP Address 10.0.0.1

IP Address 10.0.0.2

Subnet Mask 255.0.0.0

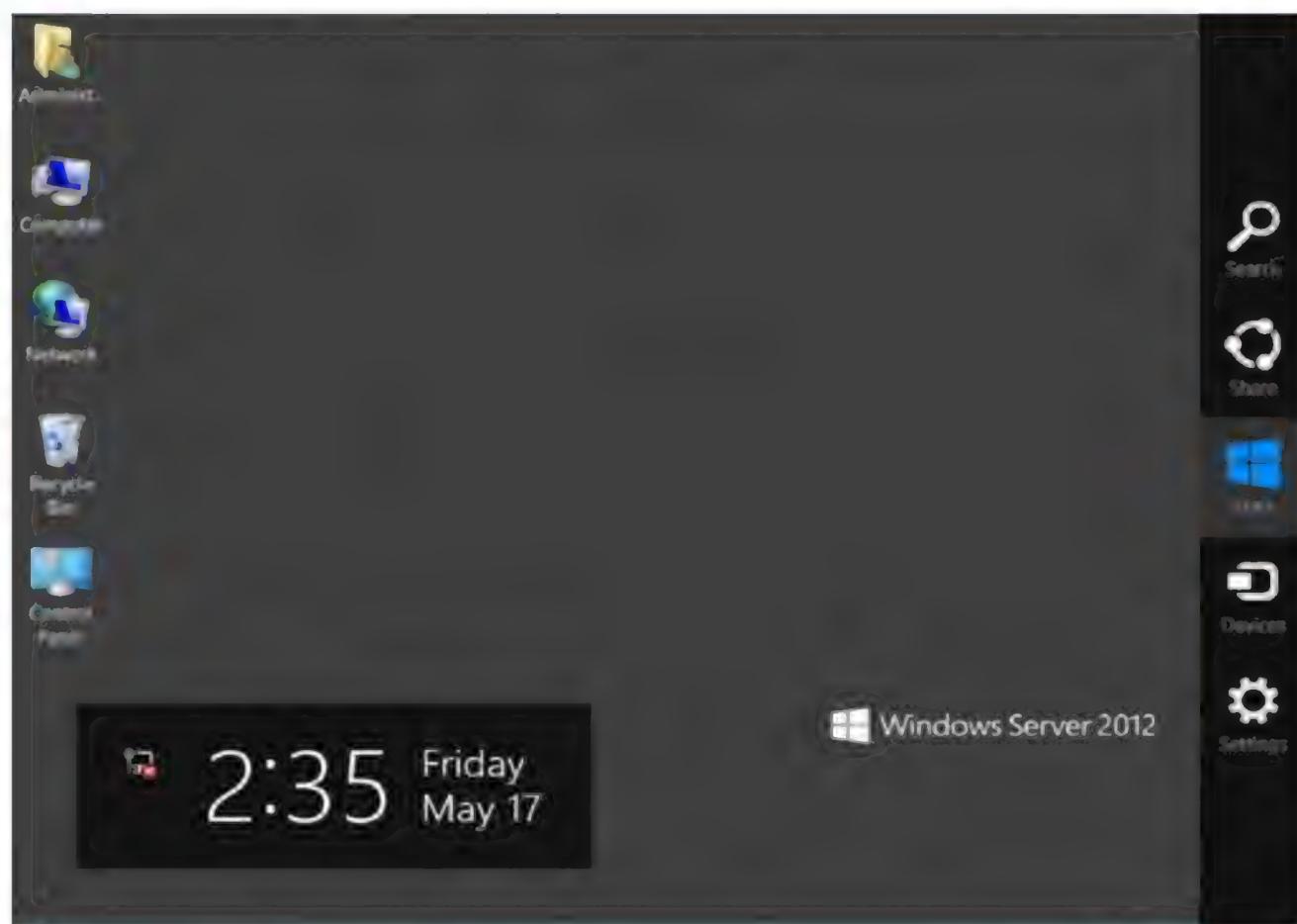
Subnet Mask 255.0.0.0

Preferred DNS 10.0.0.1

Preferred DNS 10.0.0.1

Steps:

- Start



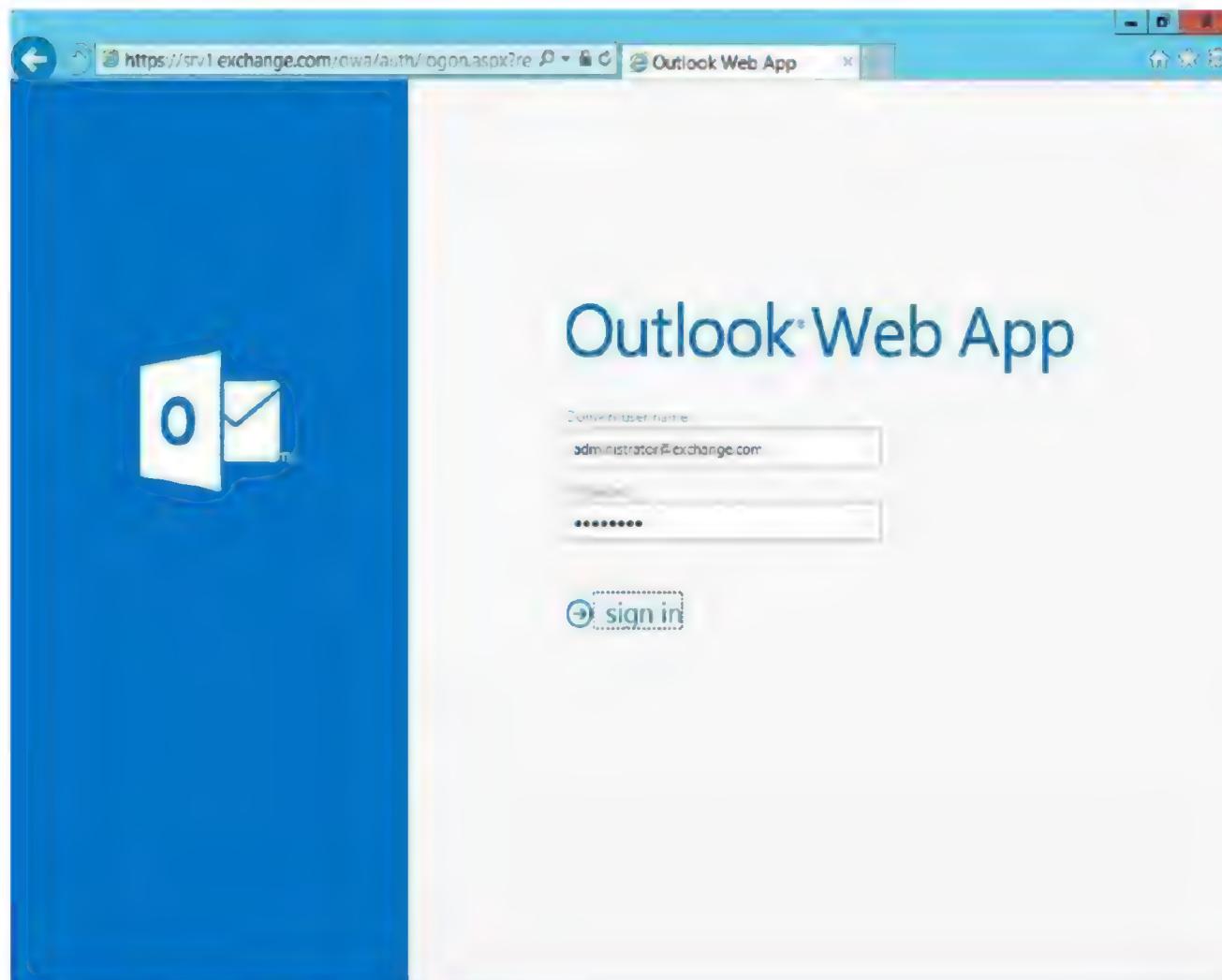
- Open Internet Explorer



- Enter the address **https://FullyQualified Domain Name / Virtual Directory Name**
(Ex: https://srv1.exchange.com/ecp)



- Enter User Name and Password→click sign in



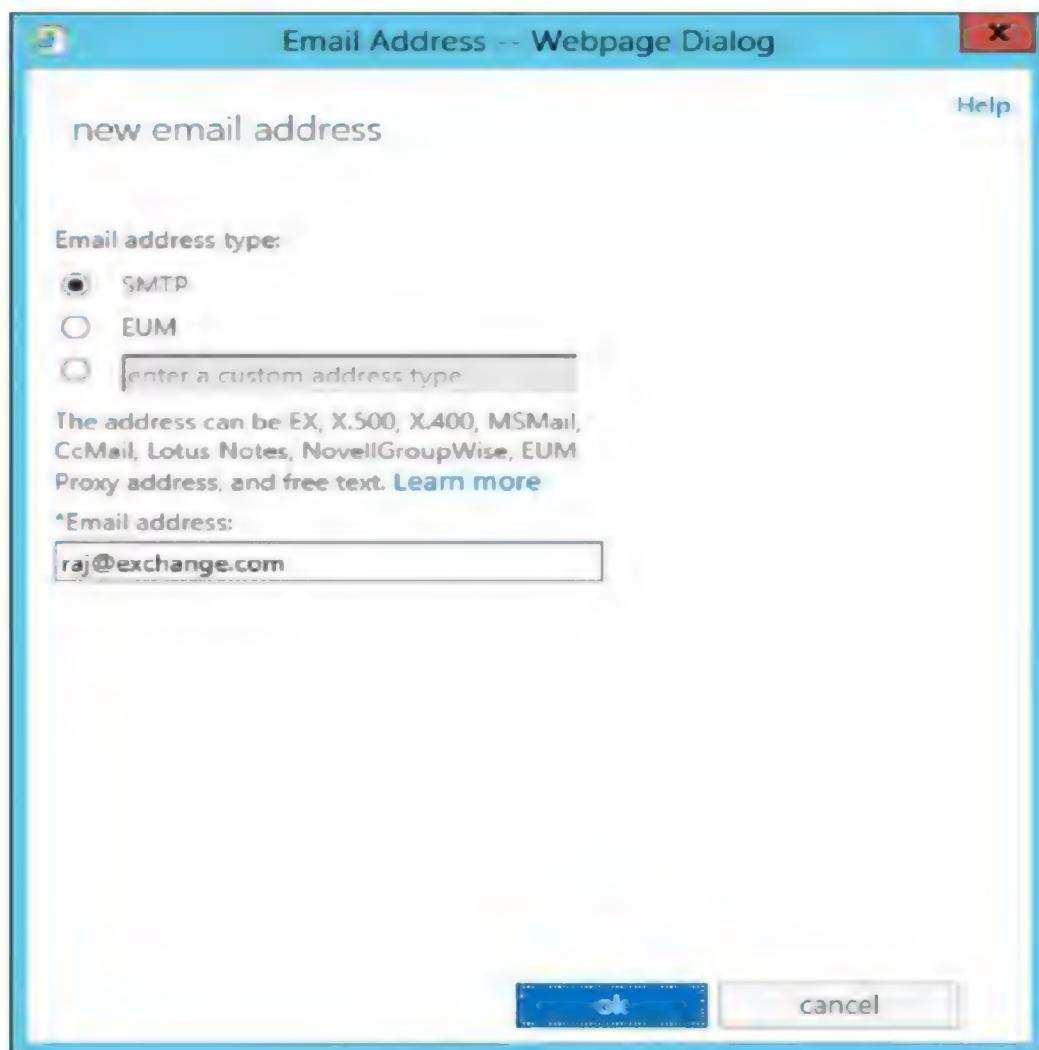
- In Exchange Admin Center → select Recipients → select Mailboxes tab → select User (Ex: MD) → select Edit tab

The screenshot shows the Exchange Admin Center interface. The left navigation pane lists categories like recipients, permissions, compliance management, organization, protection, mail flow, mobile, public folders, unified messaging, servers, and hybrid. The main area has tabs for mailboxes, groups, resources, contacts, shared, and migration. The 'mailboxes' tab is selected. Below it, there's a toolbar with icons for New, Edit, Delete, and other actions. A list of users is shown with columns for DISPLAY NAME, MAILBOX TYPE, and EMAIL ADDRESS. The user 'Administrator' is at the top, followed by 'md', 'pa', 'user1', 'user2', 'user3', and 'user4'. The 'md' row is highlighted. On the right, a detailed view of the 'md' user is displayed. It includes fields for User mailbox (md@exchange.com), Title (Office), Work phone, Phone and Voice Features (Unified Messaging: Disabled, Enable), Mobile Devices (Disable Exchange ActiveSync, View details), In-Place Archive (Archiving: Disabled, Enable), and In-Place Hold (User is not under hold). At the bottom, a status bar shows 'selected of 7 total'.

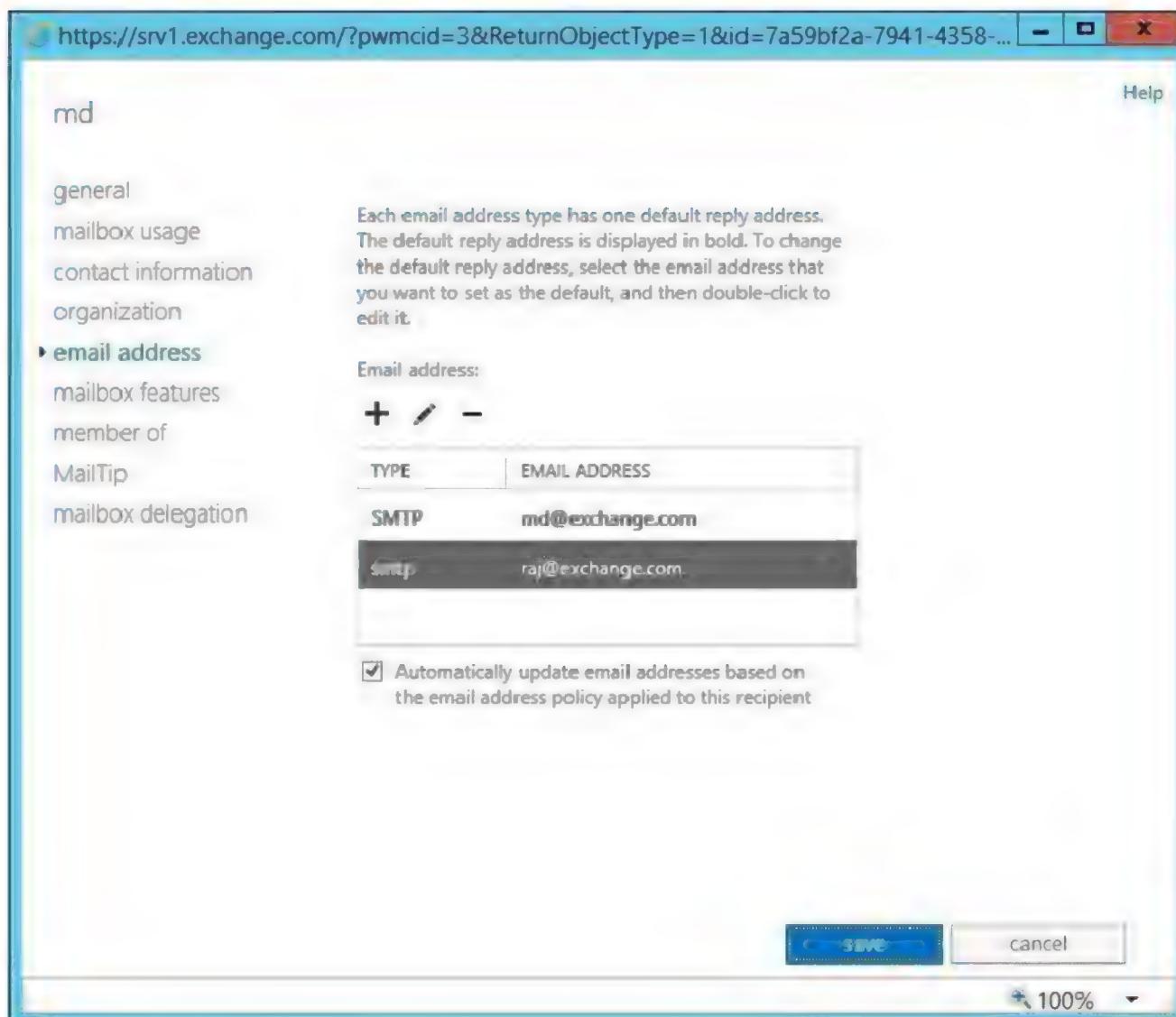
- Select email address tab → click Add (+)

The screenshot shows the 'Edit Email Address' dialog box for the user 'md'. The left sidebar shows navigation links: general, mailbox usage, contact information, organization, email address (selected), mailbox features, member of, MailTip, and mailbox delegation. The main area has a heading 'Email address:' with a '+' button to add new addresses. Below it, a table shows an SMTP address: TYPE: SMTP, ADDRESS: md@exchange.com. A tooltip on the right explains: 'You can add, change, or delete an email address associated with the user. The user's primary email address is displayed in bold type, but they'll receive email sent to any address in this list.' At the bottom, there's a checked checkbox for 'Automatically update email addresses based on the email address policy applied to this recipient' and buttons for 'save' and 'cancel'.

- Enter the E-mail Address (Ex: **raj@exchange.com**)→click **OK**

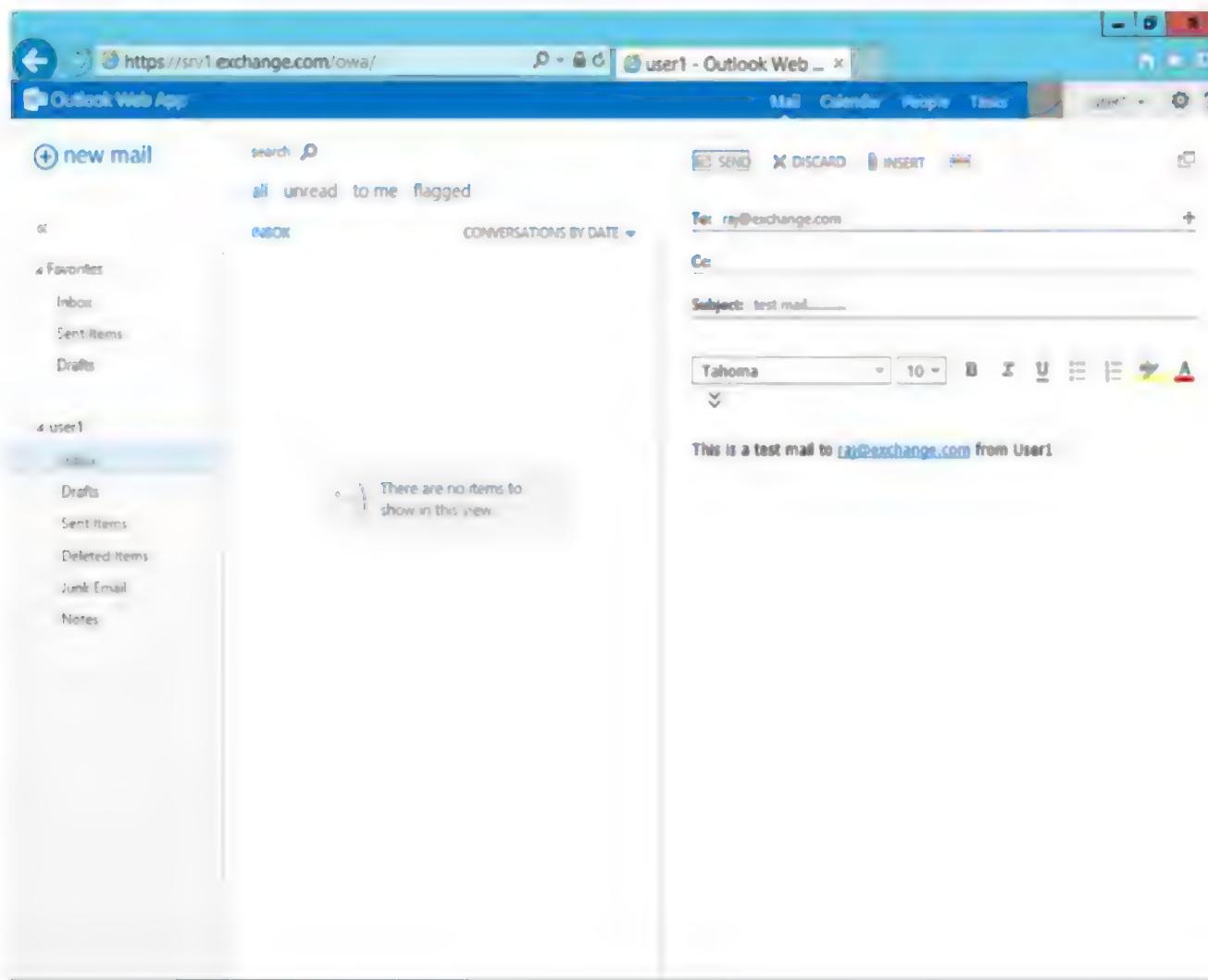


- Click **Save**



Verification:

- Log in to User Mailbox (**Ex: User1**) and send email to **raj@exchange.com** and verify the mail in the **Inbox of MD User**



Lab – 9: Applying Message Delivery Restriction on the User

Objective:

To block a user from sending emails to a specific Mailbox Enabled User

Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.
- A computer running Windows 7.

Topology:**SRV1****SRV2****Domain Controller****Client**

IP Address 10.0.0.1

IP Address 10.0.0.2

Subnet Mask 255.0.0.0

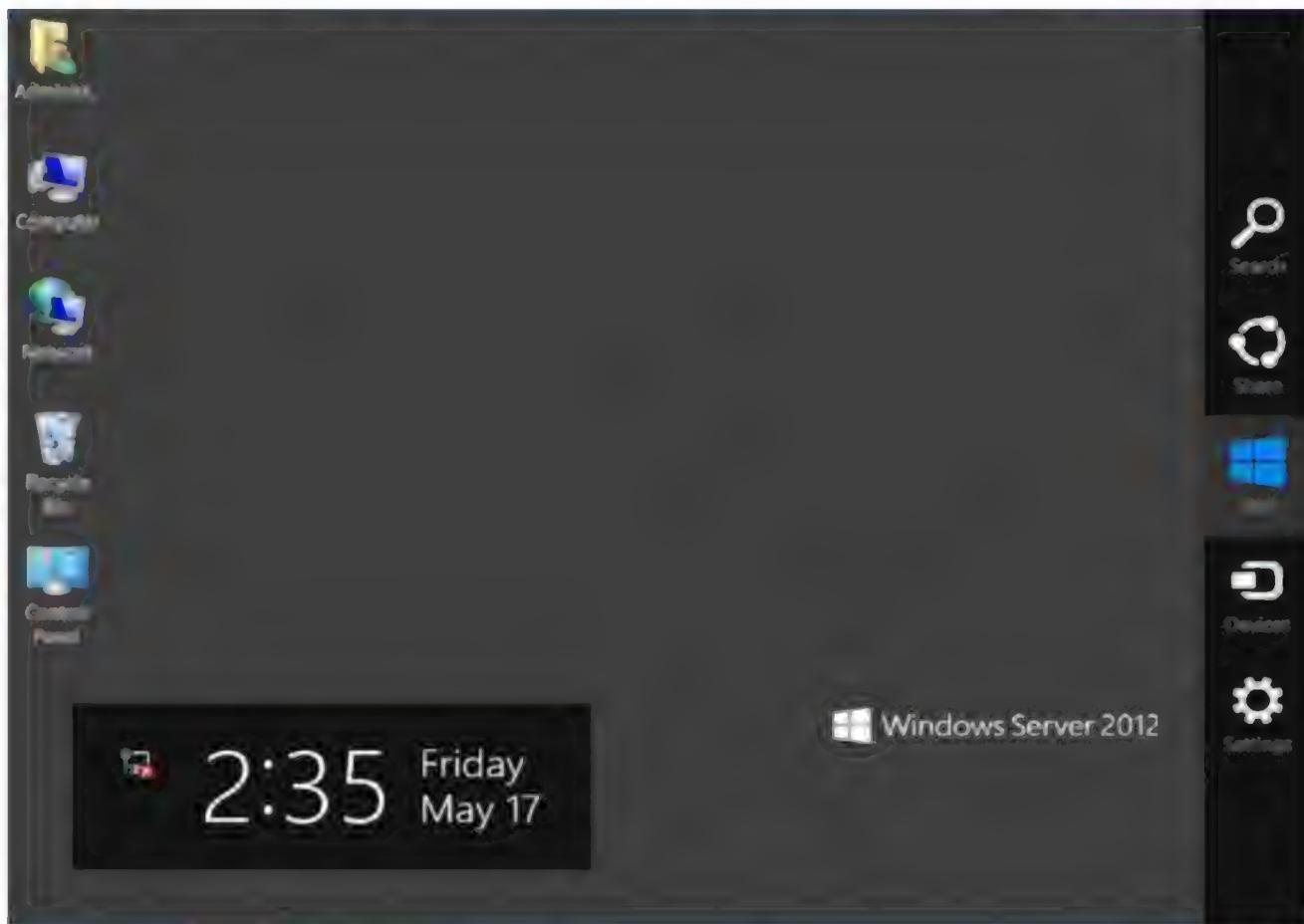
Subnet Mask 255.0.0.0

Preferred DNS 10.0.0.1

Preferred DNS 10.0.0.1

Steps:

- Start



- Open Internet Explorer

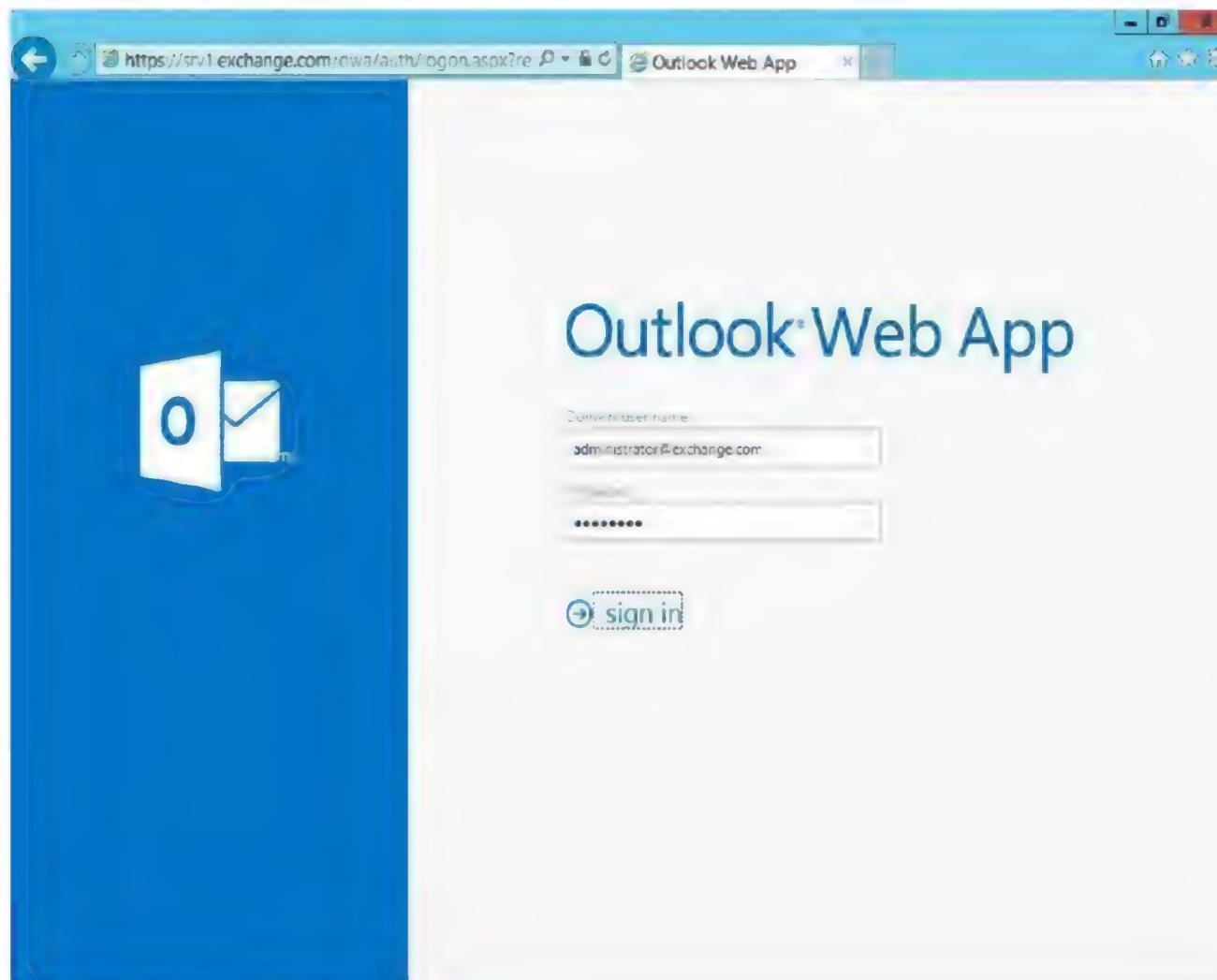


- Enter the address <https://FullyQualified Domain Name / Virtual Directory Name>

(Ex: <https://srv1.exchange.com/ecp>)



- Enter User Name and Password→click sign in



- In Exchange Admin Center→select Recipients→select Mailboxes tab→select User (Ex: user1)→select Edit tab

DISPLAY NAME	MAILBOX TYPE	EMAIL ADDRESS
Administrator	User	Administrator@exchange.com
md	User	md@exchange.com
ps	User	ps@exchange.com
user1	User	user1@exchange.com
user2	User	user2@exchange.com
user3	User	user3@exchange.com
user4	User	user4@exchange.com

user1

User mailbox
user1@exchange.com

Title: Office
Work phone:

Phone and Voice Features
Unified Messaging: **Disabled**
Enable

Mobile Devices
Disable Exchange ActiveSync
[View details](#)

In-Place Archive
Archiving: **Disabled**
Enable

In-Place Hold
User is not under hold

- Select Mailbox Features→scroll down

user1

general
mailbox usage
contact information
organization
email address

mailbox features

member of
MailTip
mailbox delegation

Select the mailbox settings, phone and voice features, and email connectivity options for this mailbox. [Learn more](#)

Sharing policy: Default Sharing Policy

Role assignment policy: Default Role Assignment Policy

Retention policy: [No Policy]

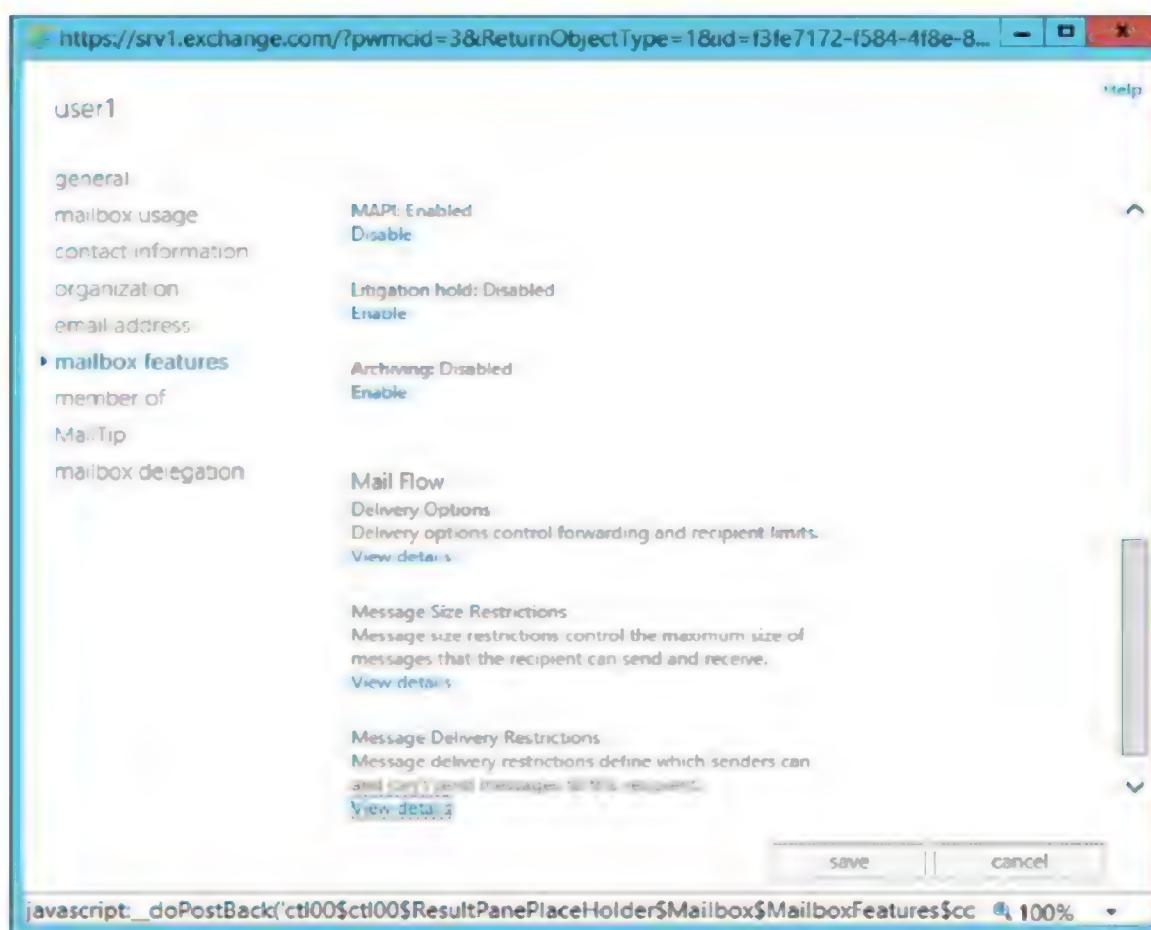
Address book policy: [No Policy]

Phone and Voice Features
Unified Messaging: **Disabled**
Enable

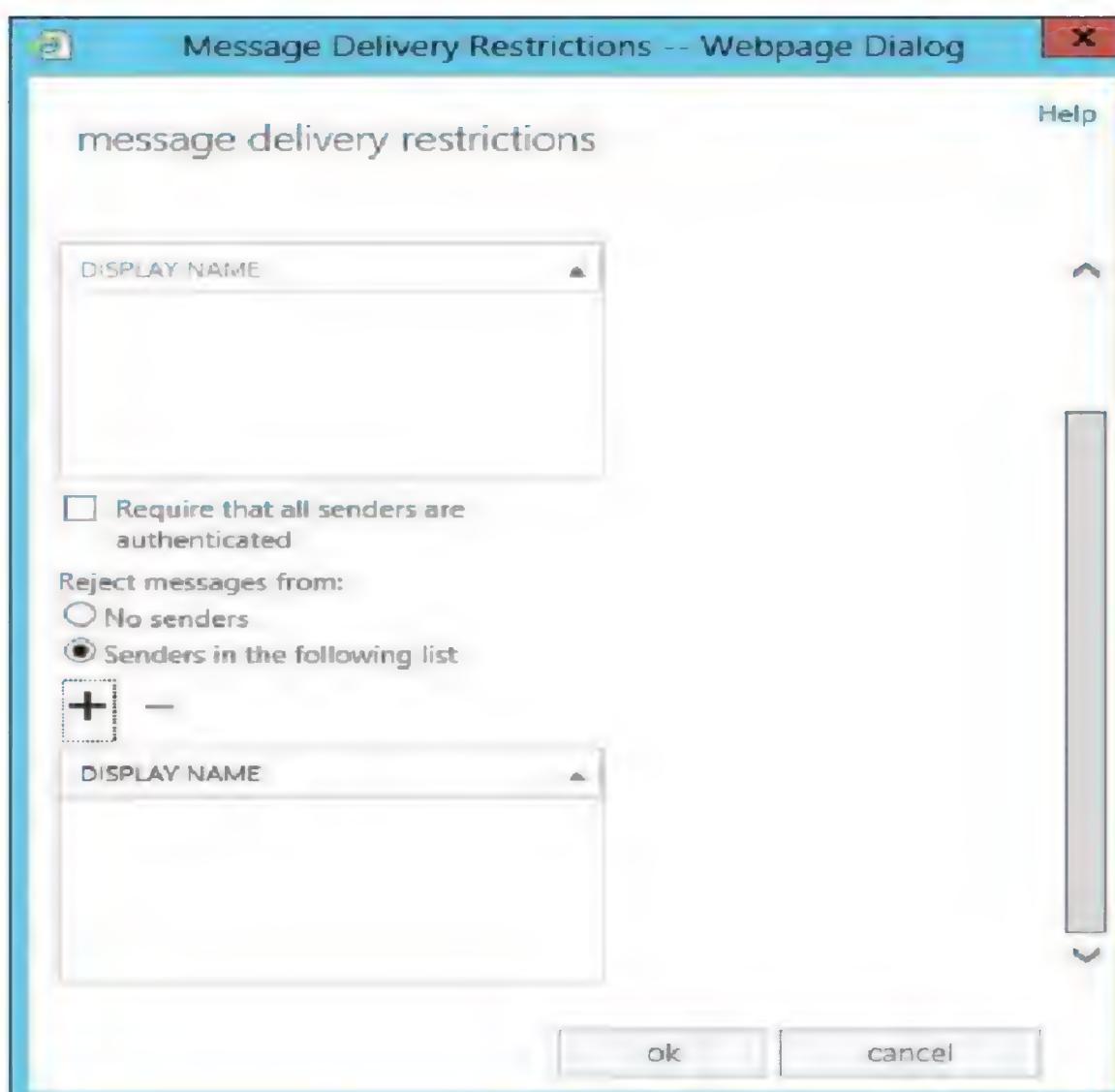
Mobile Devices
Disable Exchange ActiveSync
[View details](#)

save **cancel** **100%**

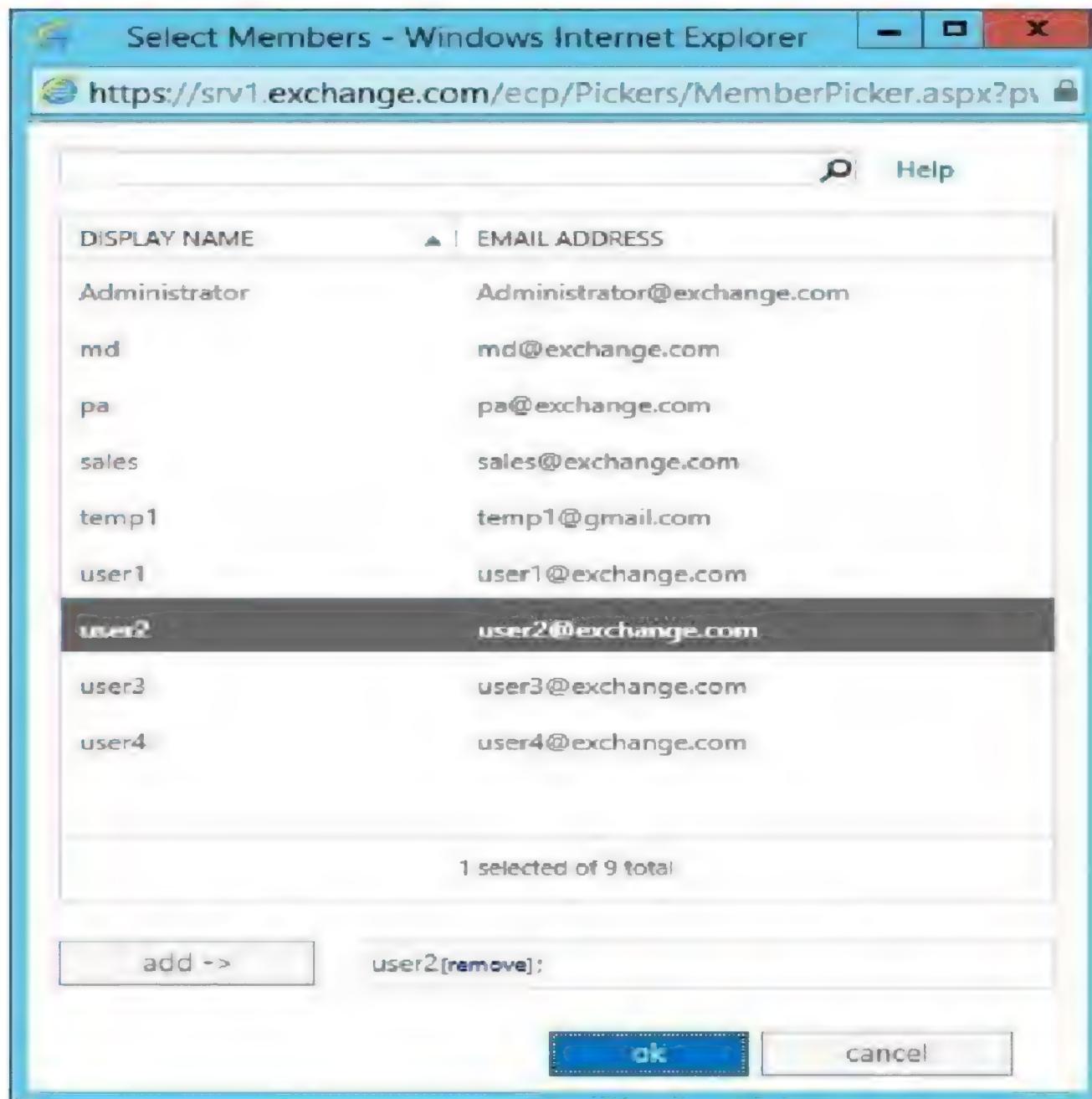
- In Message Delivery Restriction select View Details



- In Reject messages from, select Senders in the following list → click Add (+)



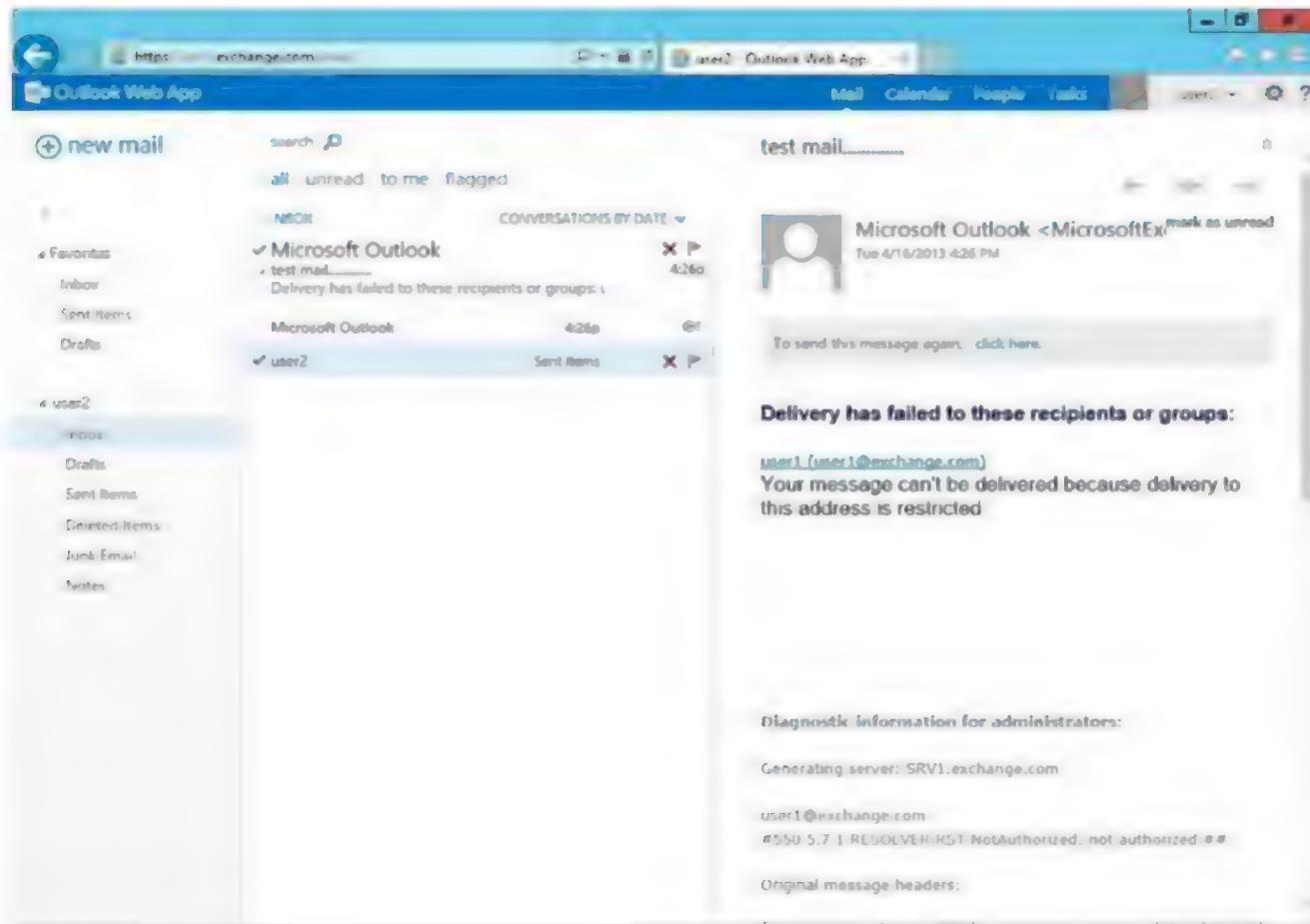
- Select the user (Ex: User2)→click Add→Click Ok→



- Click Ok→Click Save

Verification:

- Login as user (Ex:**User-2**) and send message to **User1**, and verify for **Undeliverable Message**



Lab – 10: Applying Message Size Restriction on the User

Objective:

To define message size limits for sending and receiving email.

Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.
- A computer running Windows 7.

Topology:**SRV1****SRV2****Domain Controller****Client**

IP Address 10.0.0.1

IP Address 10.0.0.2

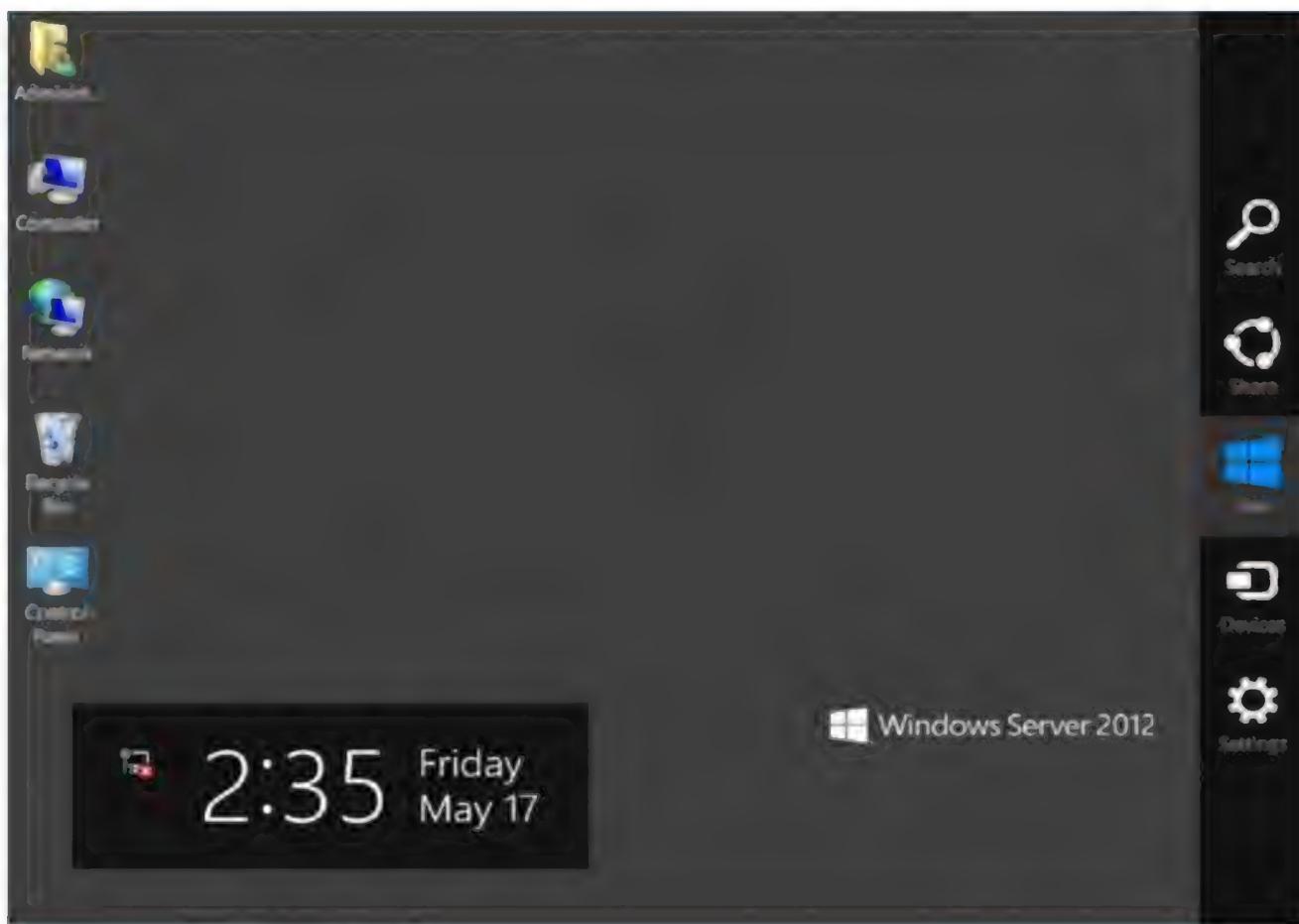
Subnet Mask 255.0.0.0

Subnet Mask 255.0.0.0

Preferred DNS 10.0.0.1

Preferred DNS 10.0.0.1

- Start



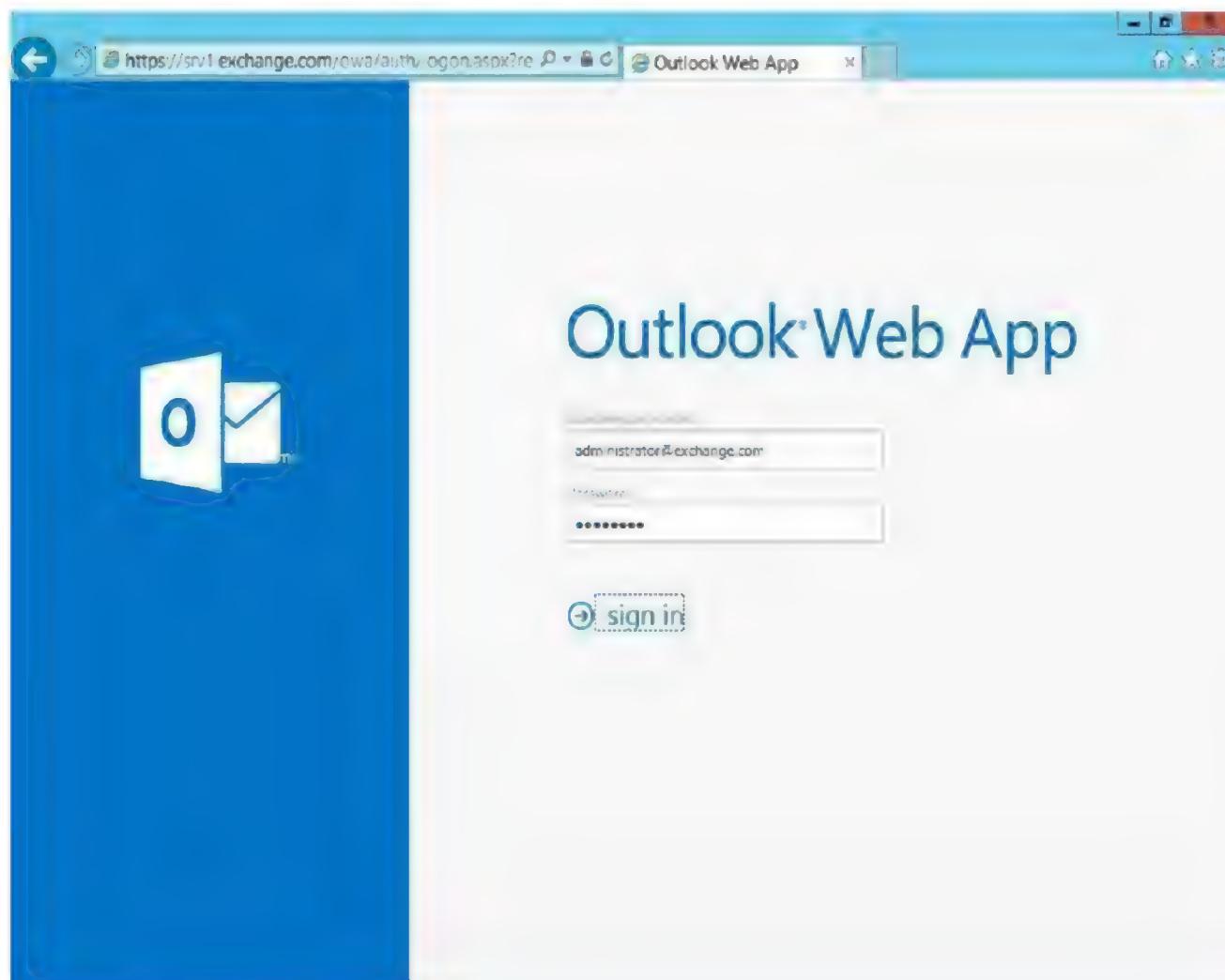
- Open Internet Explorer



- Enter the address **https://FullyQualified Domain Name / Virtual Directory Name**
(Ex: https://srv1.exchange.com/ecp)



- Enter User Name and Password→click sign in



- In Exchange Admin Center → select Recipients → select Mailboxes tab → select User (Ex: user2) → select Edit tab

Exchange admin center

mailboxes groups resources contacts shared migration

Edit

DISPLAY NAME	MAILBOX TYPE	EMAIL ADDRESS
user2	User	user2@exchange.com
ind	User	ind@exchange.com
pa	User	pa@exchange.com
user1	User	user1@exchange.com
user2	User	user2@exchange.com
user3	User	user3@exchange.com
user4	User	user4@exchange.com

user2

User mailbox
user2@exchange.com
Title: Office
Work phone:

Phone and Voice Features
Unified Messaging: Disabled
Enable
Mobile Devices
Disable Exchange ActiveSync
View details

In-Place Archive
Archiving: Disabled
Enable

In-Place Hold
User is not under hold

selected of 7 total

<https://srv1.exchange.com/ecp/UsersGroups/Mailboxes.slab?showhelp=false>

- Select Mailbox Features → scroll down

user2

general
mailbox usage
contact information
organization
email address
mailbox features
member of
MailTip
mailbox delegation

Select the mailbox settings, phone and voice features, and email connectivity options for this mailbox. [Learn more](#)

Sharing policy:
Default Sharing Policy

Role assignment policy:
Default Role Assignment Policy

Retention policy:
[No Policy]

Address book policy:
[No Policy]

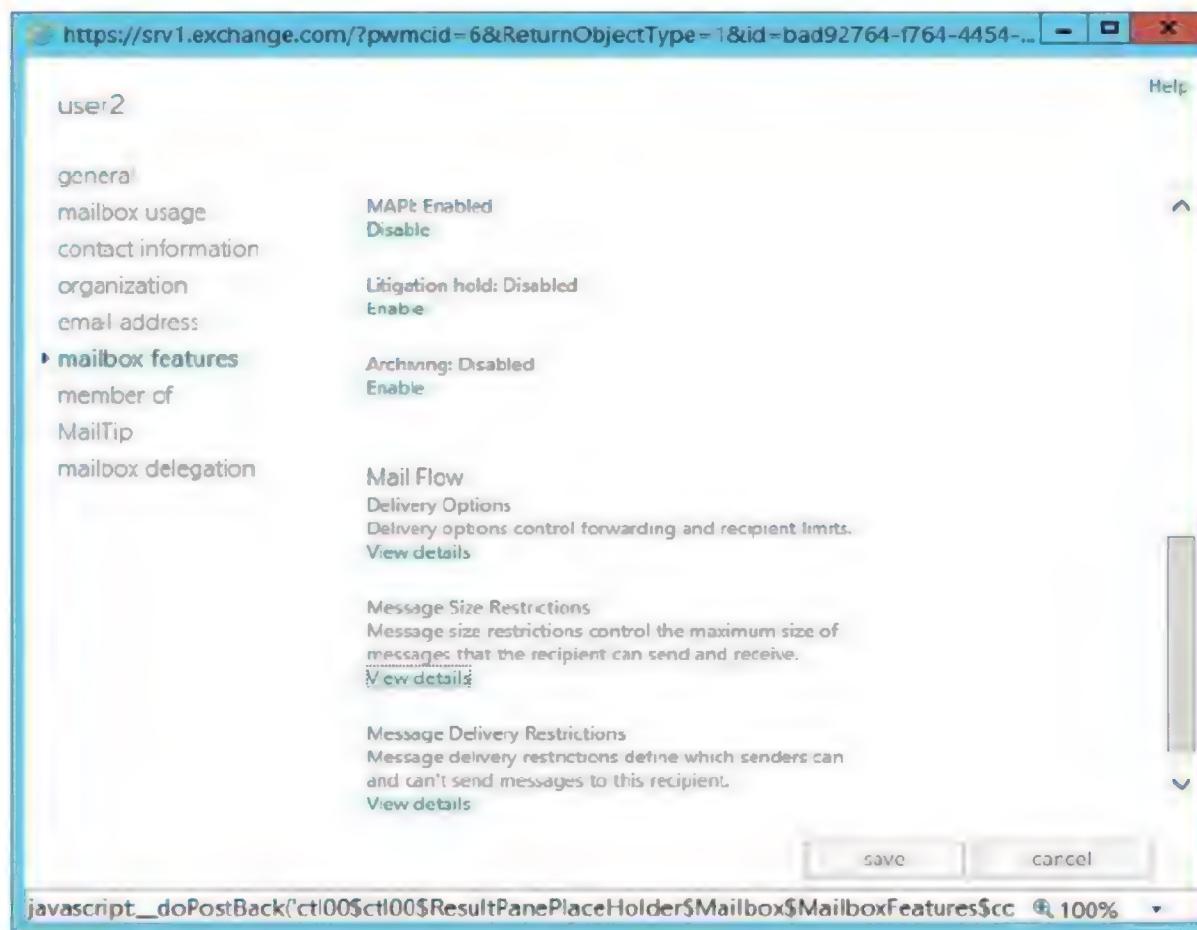
Phone and Voice Features
Unified Messaging: Disabled
Enable

Mobile Devices
Disable Exchange ActiveSync
View details

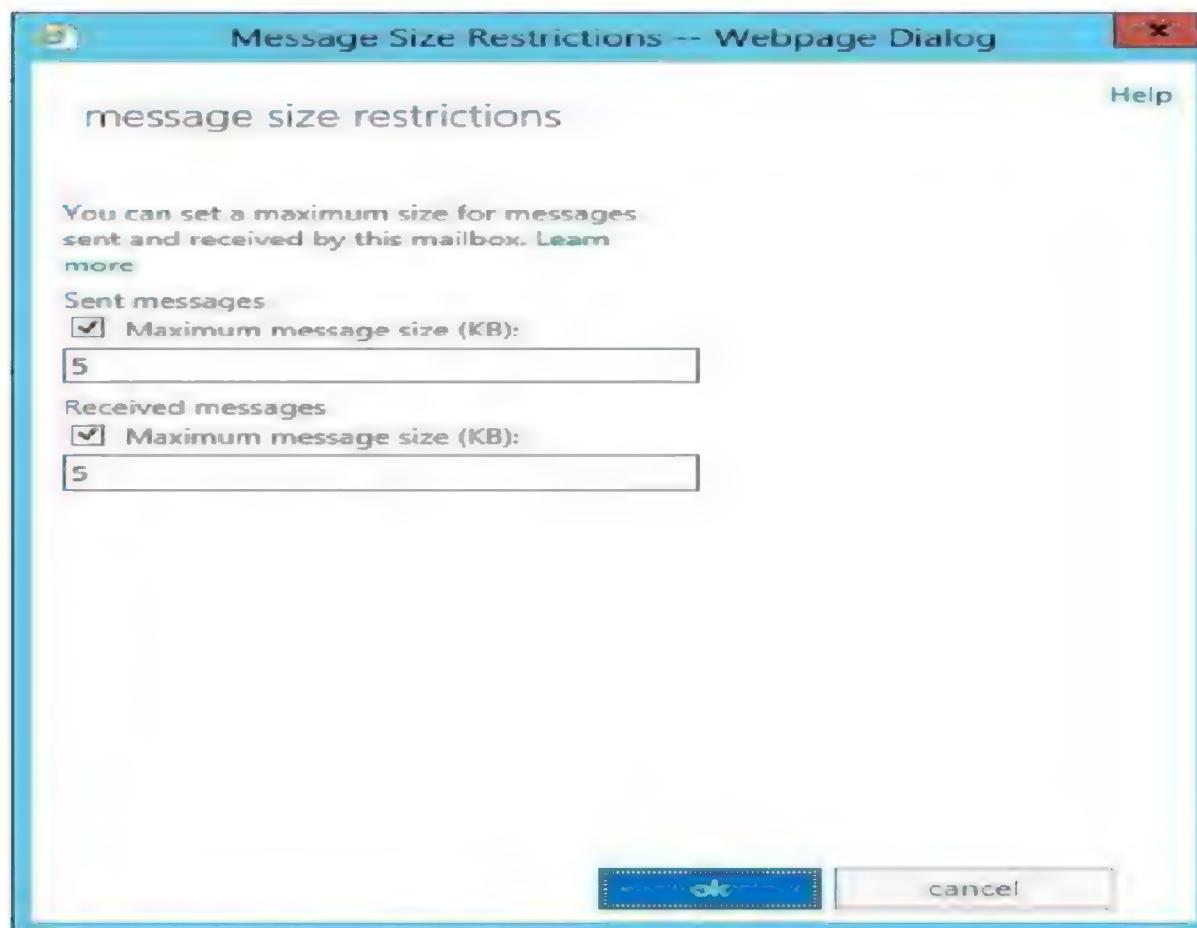
save cancel

<https://srv1.exchange.com/ecp/UsersGroups/EditMailbox.aspx?pwmid=6&ReturnObjectType=1&id=bad92764-f764-4454-...>

- In Message Size Restrictions→click View Details



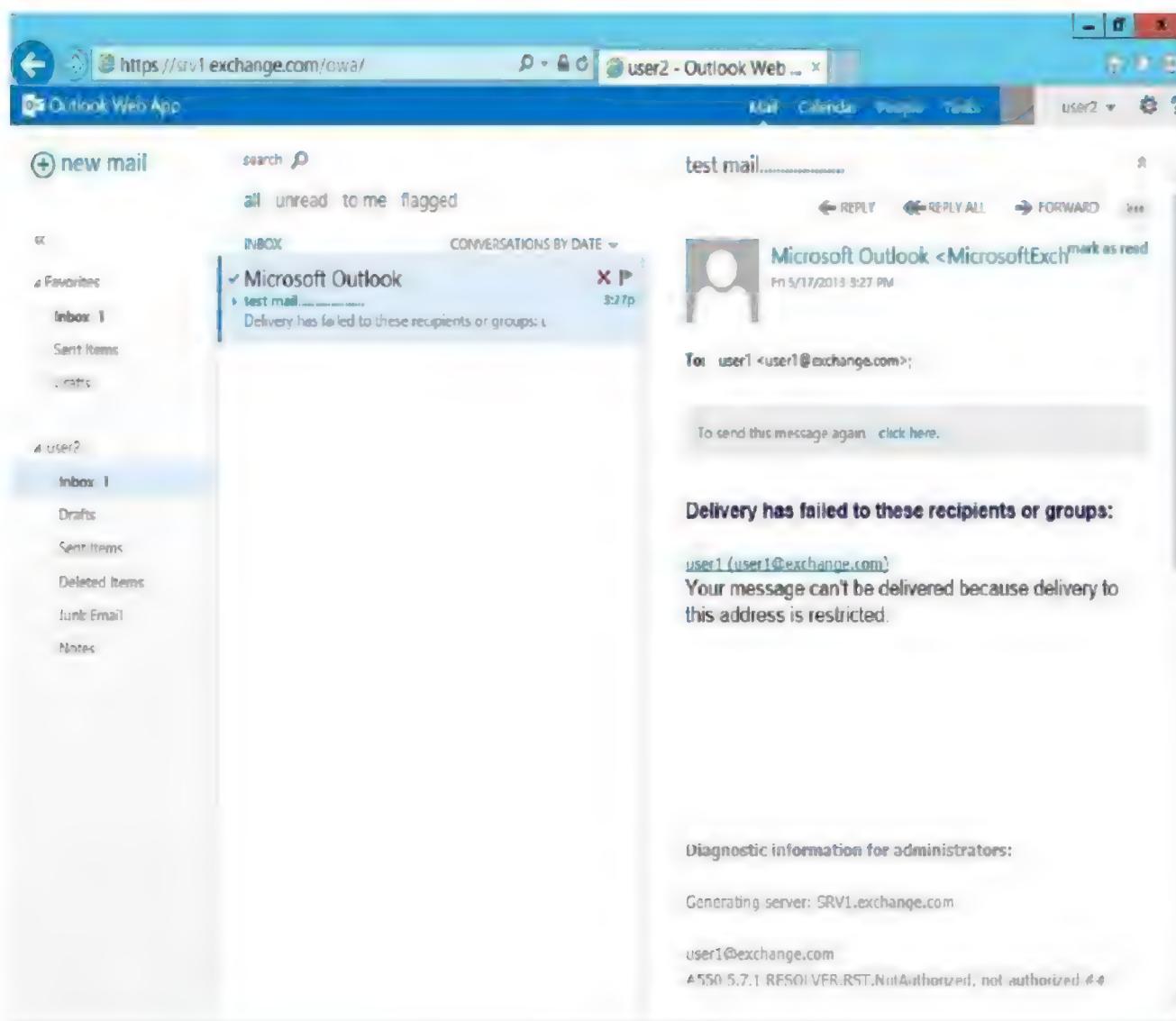
- Assign Sending and Receiving message size limits in KB's→click Ok



- Click Save

Verification:

- Log in as **User2** and try to send more than the limit (Ex: 5 KB) and verify **Undeliverable Message** for the reason- the message exceeds Max message size limit.



Lab – 11: Granting Send on Behalf Permission

Objective:

To provide Send on Behalf permission for a Mailbox Enabled User

Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.
- A computer running Windows 7.

Topology:



SRV1

SRV2

Domain Controller

Client

IP Address 10.0.0.1

IP Address 10.0.0.2

Subnet Mask 255.0.0.0

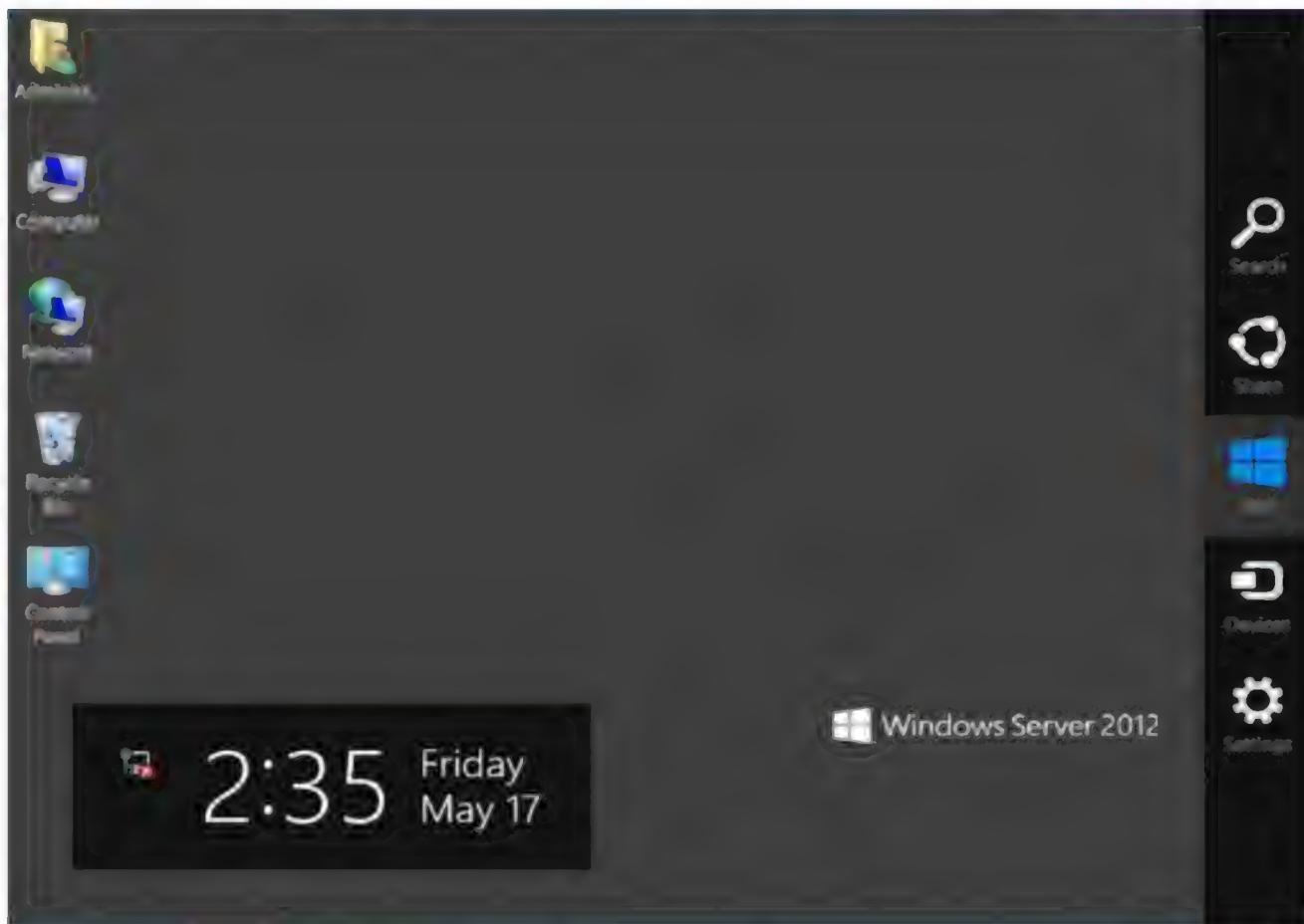
Subnet Mask 255.0.0.0

Preferred DNS 10.0.0.1

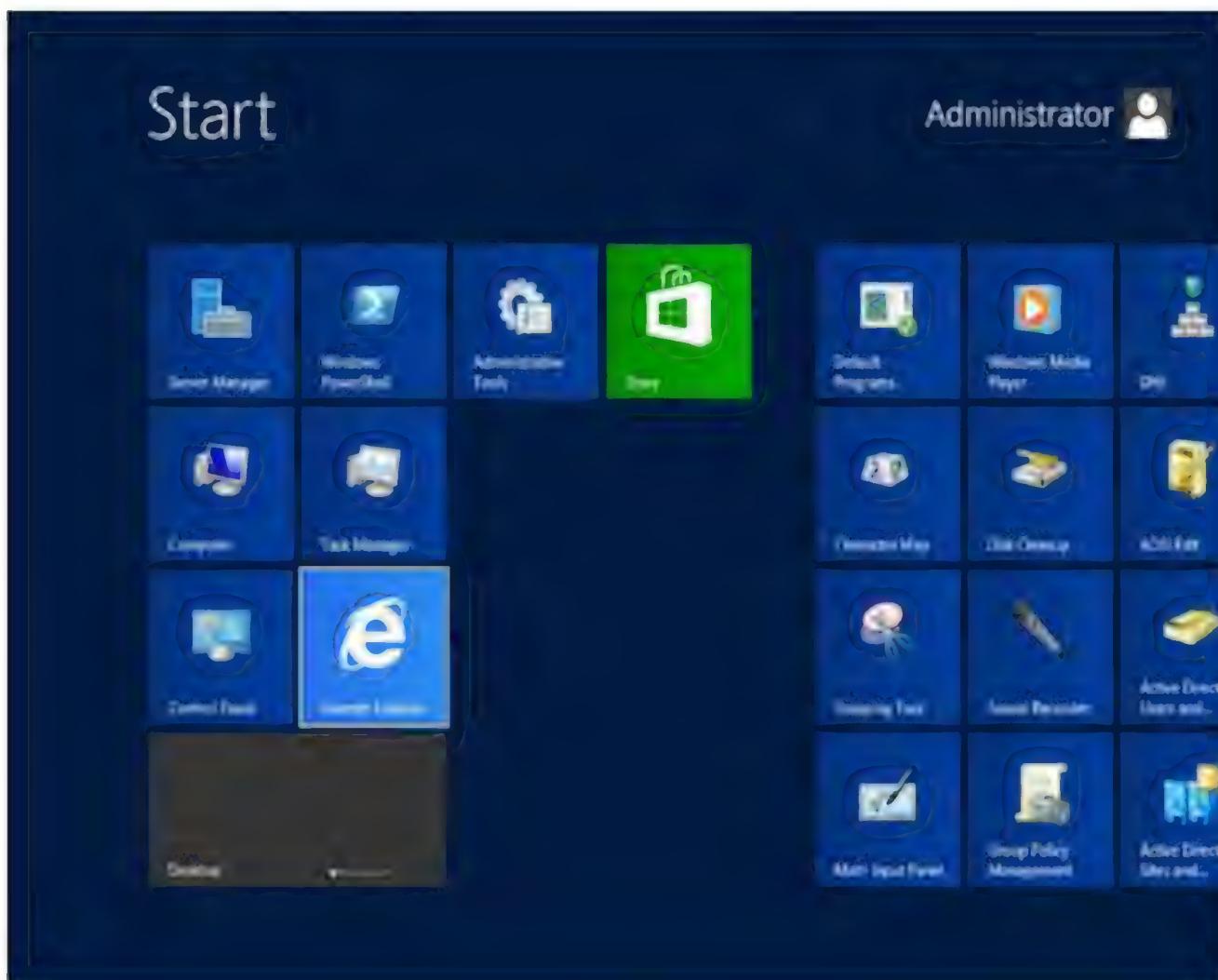
Preferred DNS 10.0.0.1

Steps:

- Start



- Open Internet Explorer

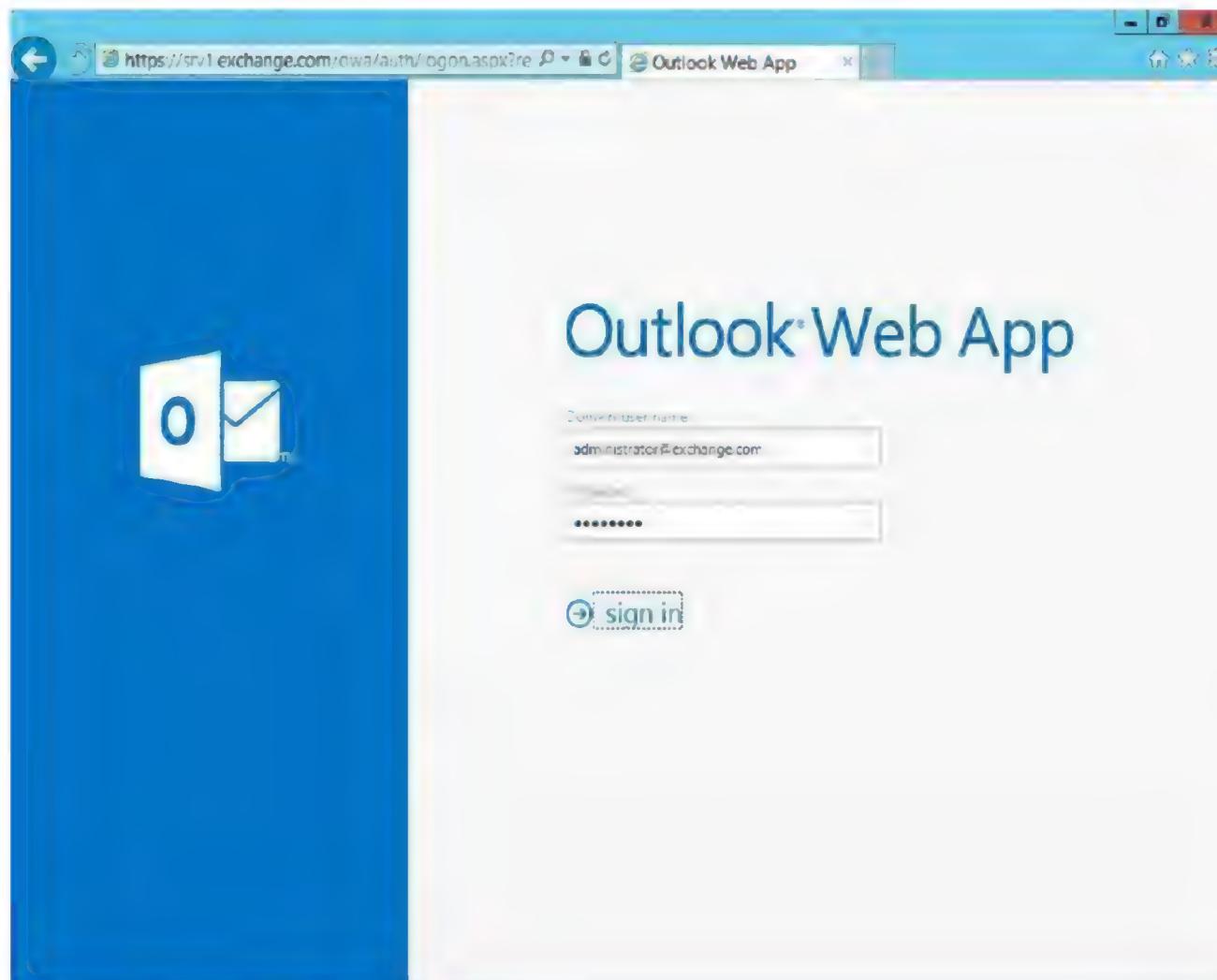


- Enter the address <https://FullyQualified Domain Name / Virtual Directory Name>

(Ex: <https://srv1.exchange.com/ecp>)



- Enter User Name and Password→click sign in



- In Exchange Admin Center → select Recipients → select Mailboxes tab → select User (Ex: MD) → select Edit tab

Exchange admin center

mailboxes groups resources contacts shared migration

Edit

DISPLAY NAME	MAILBOX TYPE	EMAIL ADDRESS
Administrator	User	Administrator@exchange.com
md	User	md@exchange.com
pe	User	pe@exchange.com
user1	User	user1@exchange.com
user2	User	user2@exchange.com
user3	User	user3@exchange.com
user4	User	user4@exchange.com

md

User mailbox
md@exchange.com
Title: Office
Work phone:

Phone and Voice Features
Unified Messaging: Disabled
Enable
Mobile Devices
Disable Exchange ActiveSync
View details

In-Place Archive
Archiving: Disabled
Enable

In-Place Hold
User is not under hold

Selected of 7 total

<https://srv1.exchange.com/ecp/UsersGroups/Mailboxes.slab?showhelp=false>

- Select Mailbox Delegation → in Send on Behalf → click Add (+)

md

general
mailbox usage
contact information
organization
email address
mailbox features
member of
MailTip
mailbox delegation

Send on Behalf Of
The Send on Behalf Of permission allows the delegate to send email on behalf of this user. The From line in any message sent by a delegate indicates that the message was sent by the delegate on behalf of the mailbox owner.

DISPLAY NAME

If you use this permission, the From address in any message sent by the delegate indicates that the message was sent by the delegate on behalf of the mailbox owner.

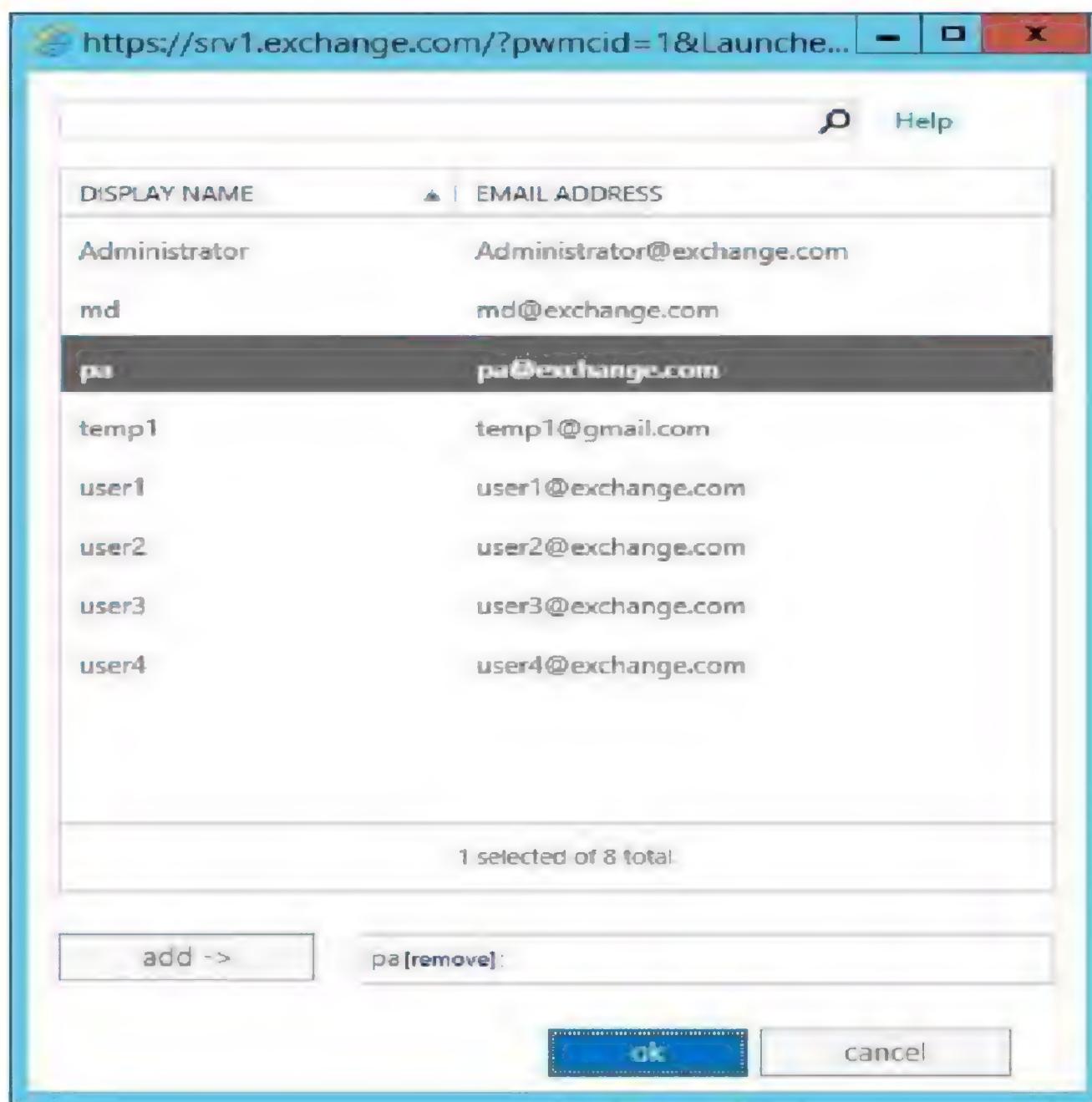
Full Access
The Full Access permission allows a delegate to open this user's mailbox and behave as the mailbox owner.

DISPLAY NAME

save cancel 100%

[https://srv1.exchange.com/?pwmcid=4&ReturnObjectType=1&id=7a59bf2a-7941-4358...](https://srv1.exchange.com/?pwmcid=4&ReturnObjectType=1&id=7a59bf2a-7941-4358-...)

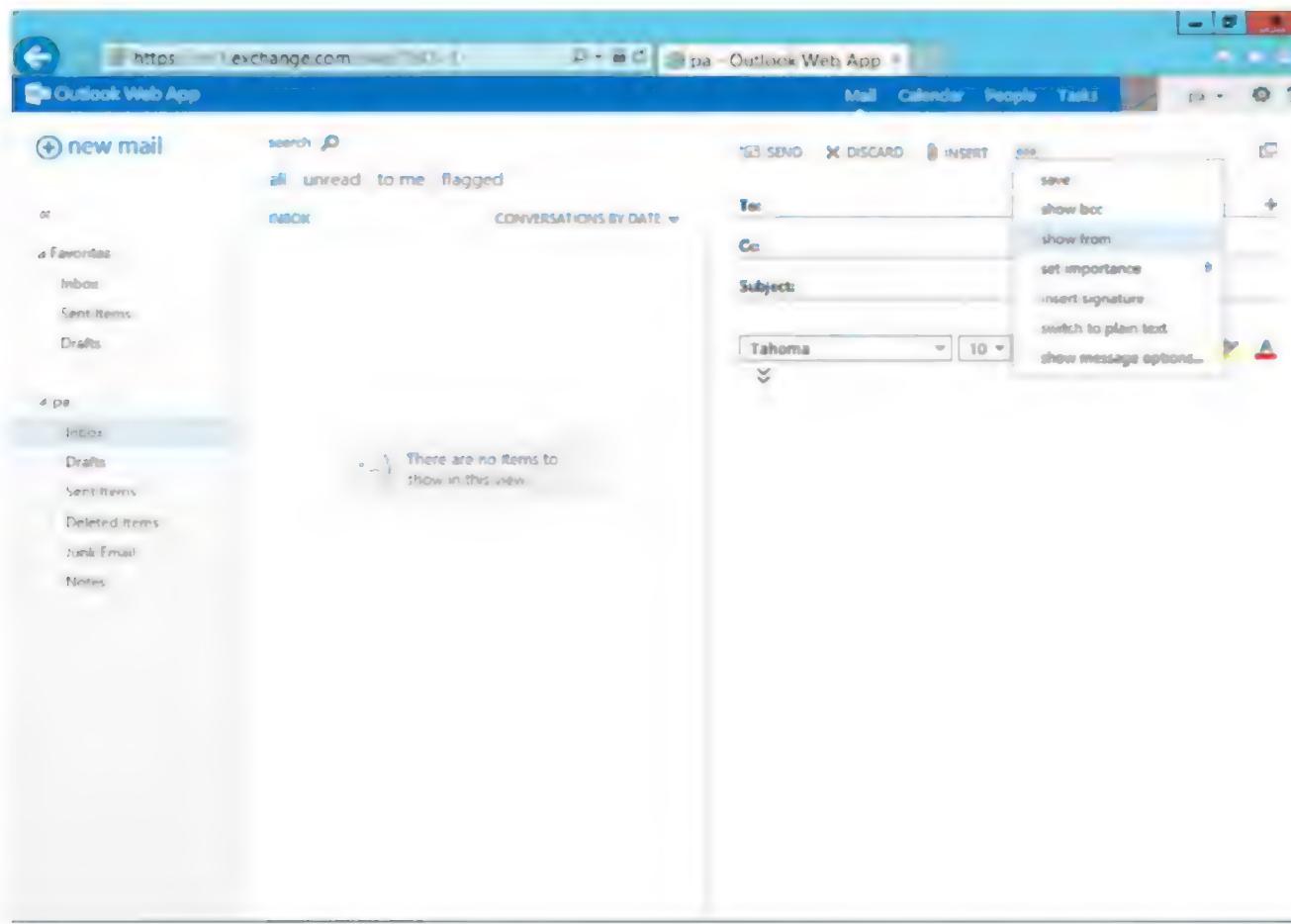
- Select user (Ex: PA)→click Add→click OK



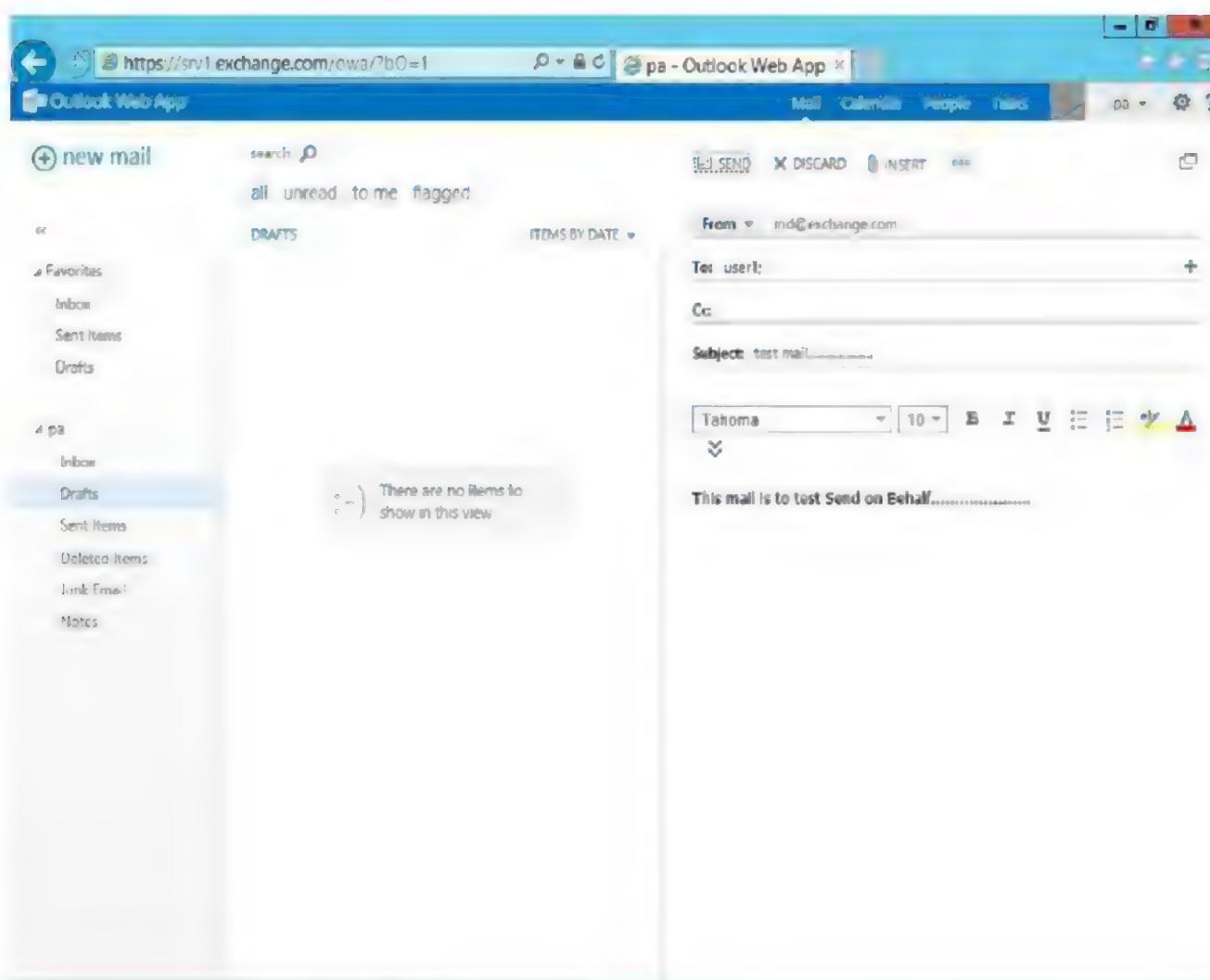
- Click Save

Verification:

- Log in as PA → select New mail → select Show From



- Enter email id of MD (Ex: md@exchange.com) in From field → enter the user names in To field → click Send



- Verify for the message showing from **MD** but sent by **PA**.

The screenshot shows the Microsoft Outlook Web App (OWA) interface. At the top, the URL is https://srv1/exchange.com/owa/ and the title bar says "user1 - Outlook Web App". The main area displays an email message in the inbox. The message is from "md" (represented by a blue profile icon) and is titled "test mail.....". The message body contains the text "This mail is to test Send on Behalf.....". The recipient is listed as "user1". On the left, there is a sidebar with navigation links for Favorites, Inbox (1), Sent Items, Drafts, and other user accounts like "user1". The "Inbox" link under "user1" is highlighted.

Lab – 12: Applying Recipient Limits on a User

Objective:

To restrict the number of recipients of a single email, for a Mailbox Enabled User

Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.
- A computer running Windows 7.

Topology:



SRV1

SRV2

Domain Controller

Client

IP Address 10.0.0.1

IP Address 10.0.0.2

Subnet Mask 255.0.0.0

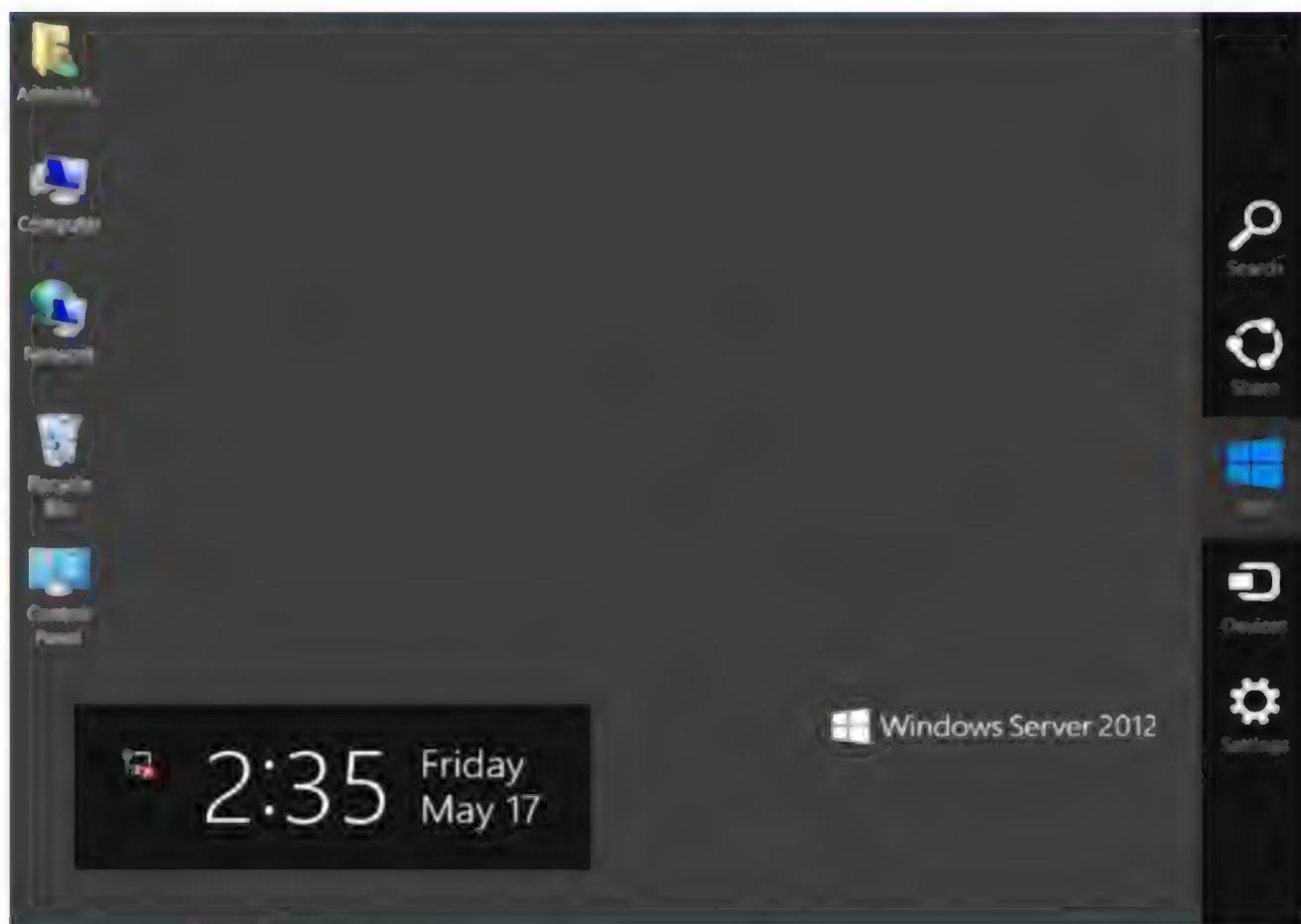
Subnet Mask 255.0.0.0

Preferred DNS 10.0.0.1

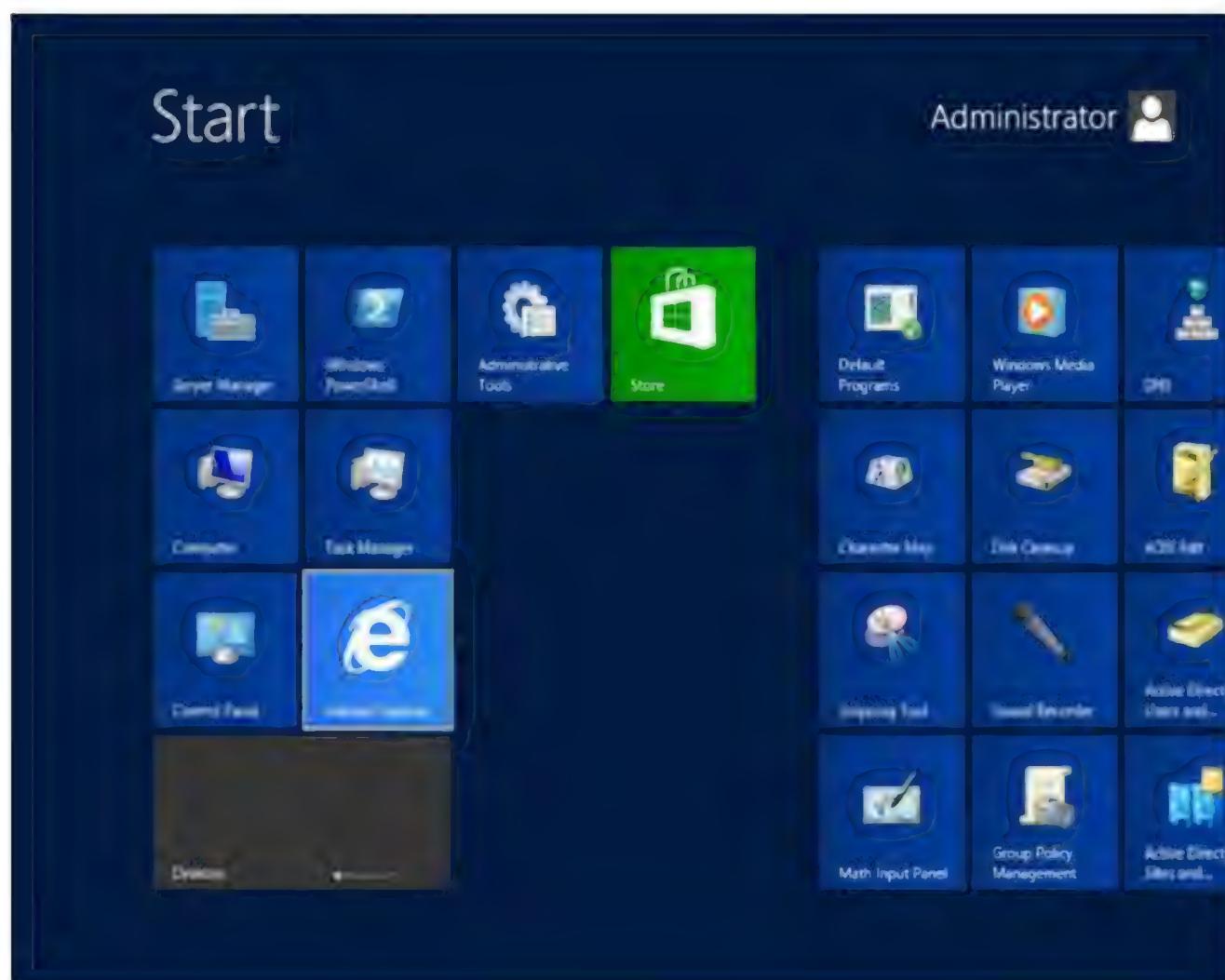
Preferred DNS 10.0.0.1

Steps:

- Start



- Open Internet Explorer

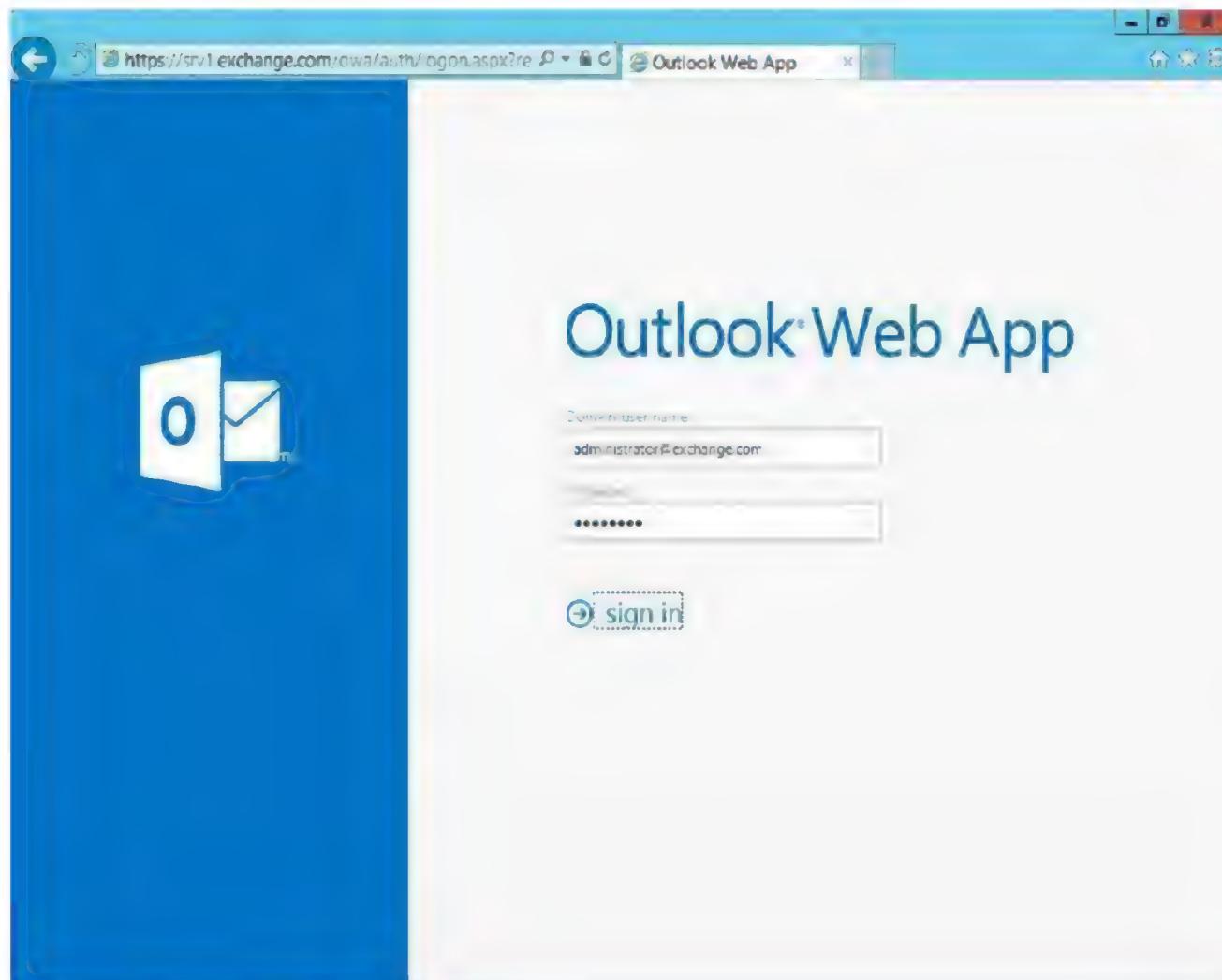


- Enter the address <https://FullyQualified Domain Name / Virtual Directory Name>

(Ex: <https://srv1.exchange.com/ecp>)



- Enter User Name and Password→click sign in



- In Exchange Admin Center → select Recipients → select Mailboxes tab → select User (Ex: user2) → select Edit tab

The screenshot shows the Exchange Admin Center interface. The left navigation pane includes links for recipients, permissions, compliance management, organization, protection, mail flow, mobile, public folders, unified messaging, servers, and hybrid. The top navigation bar shows the URL <https://srv1.exchange.com/ecp/>. The main content area has a title "mailboxes - Microsoft..." and a sub-title "Exchange admin center". The "Mailboxes" tab is selected. On the left, there's a toolbar with icons for New, Edit, Delete, and others. Below it is a table with columns: DISPLAY NAME, MAILBOX TYPE, and EMAIL ADDRESS. The table lists several users, with "user2" highlighted. To the right of the table, detailed information for "user2" is displayed, including:

- User mailbox: user2@exchange.com
- Title: Office
- Work phone:
- Phone and Voice Features:
 - Unified Messaging: Disabled
 - Mobile Devices: Disable Exchange ActiveSync
 - [View details](#)
- In-Place Archive: Archiving: Disabled
- In-Place Hold: User is not under hold

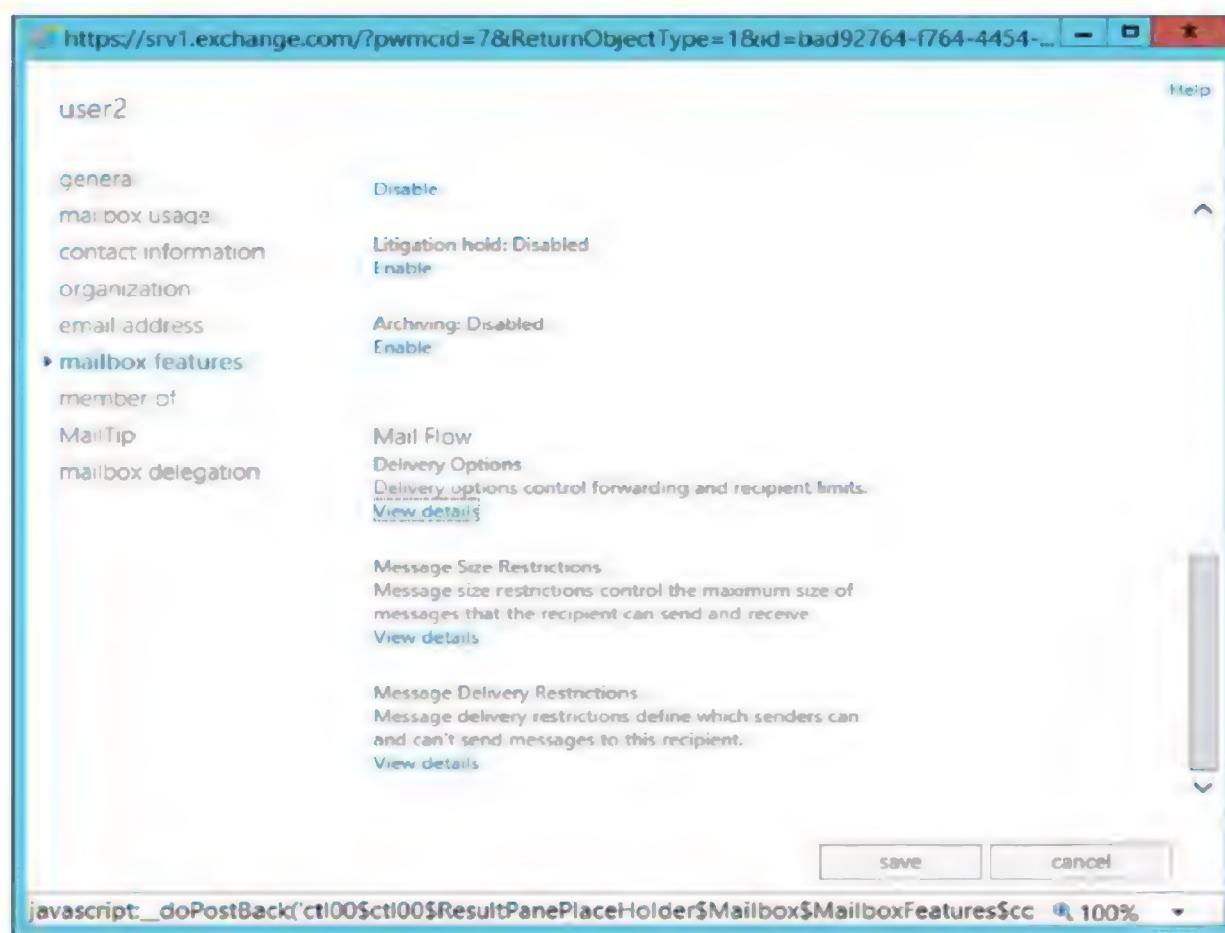
- Select Mailbox features → Scroll down

The screenshot shows the "Edit Mailbox" dialog box for user2. The left sidebar lists options: general, mailbox usage, contact information, organization, email address, **mailbox features** (which is selected), member of, MailTip, and mailbox delegation. The main pane contains the following settings:

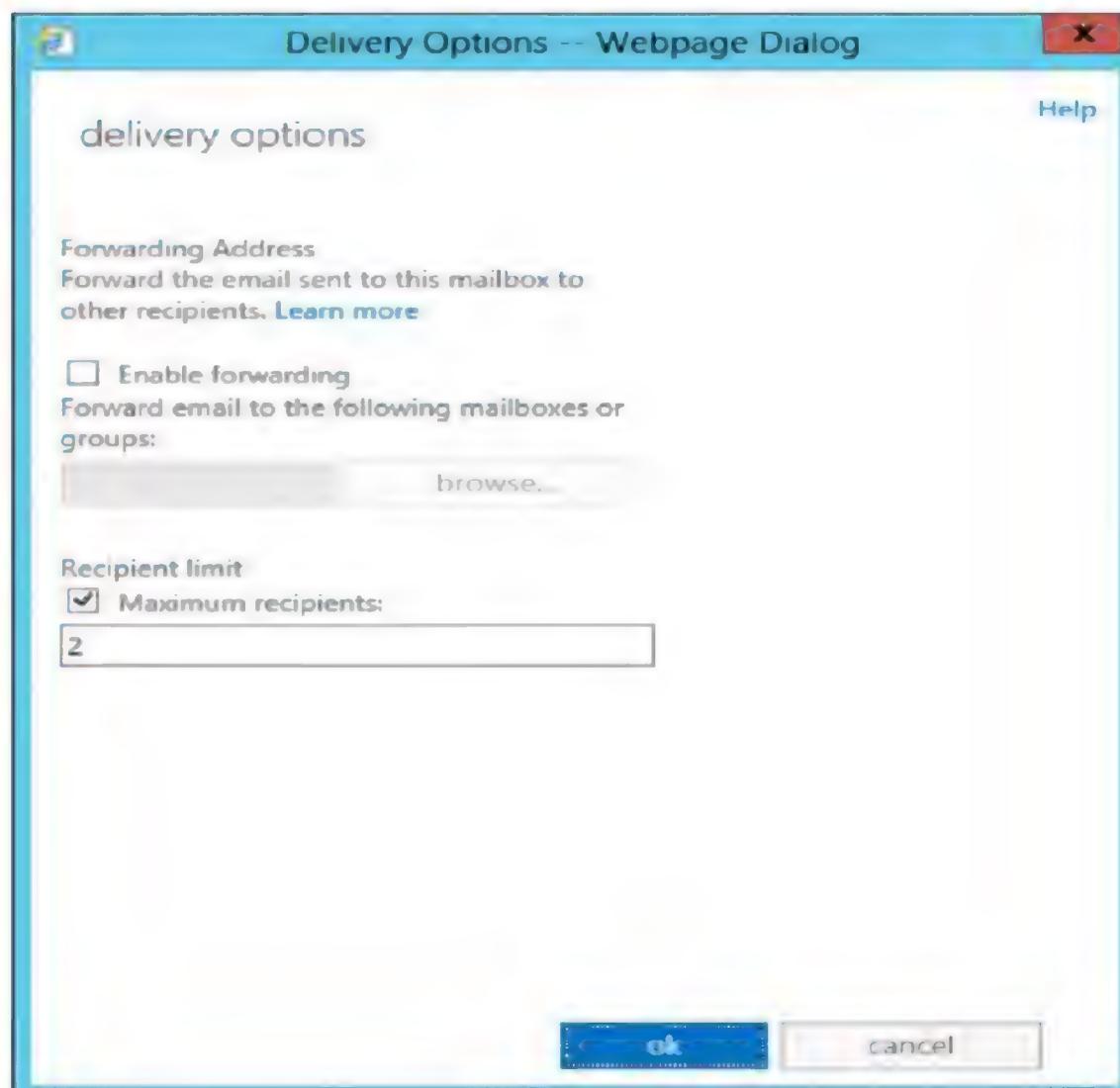
- Sharing policy:** Default Sharing Policy
- Role assignment policy:** Default Role Assignment Policy
- Retention policy:** [No Policy]
- Address book policy:** [No Policy]
- Phone and Voice Features:**
 - Unified Messaging: Disabled
 - Enable
- Mobile Devices:**
 - Disable Exchange ActiveSync
 - [View details](#)

 At the bottom are "save" and "cancel" buttons. The URL at the bottom of the page is <https://srv1.exchange.com/ecp/UsersGroups/EditMailbox.aspx?pwmid=7&ReturnObjectType=1&id=bad92764-f764-4454-...>.

- In Mail Flow→click View details



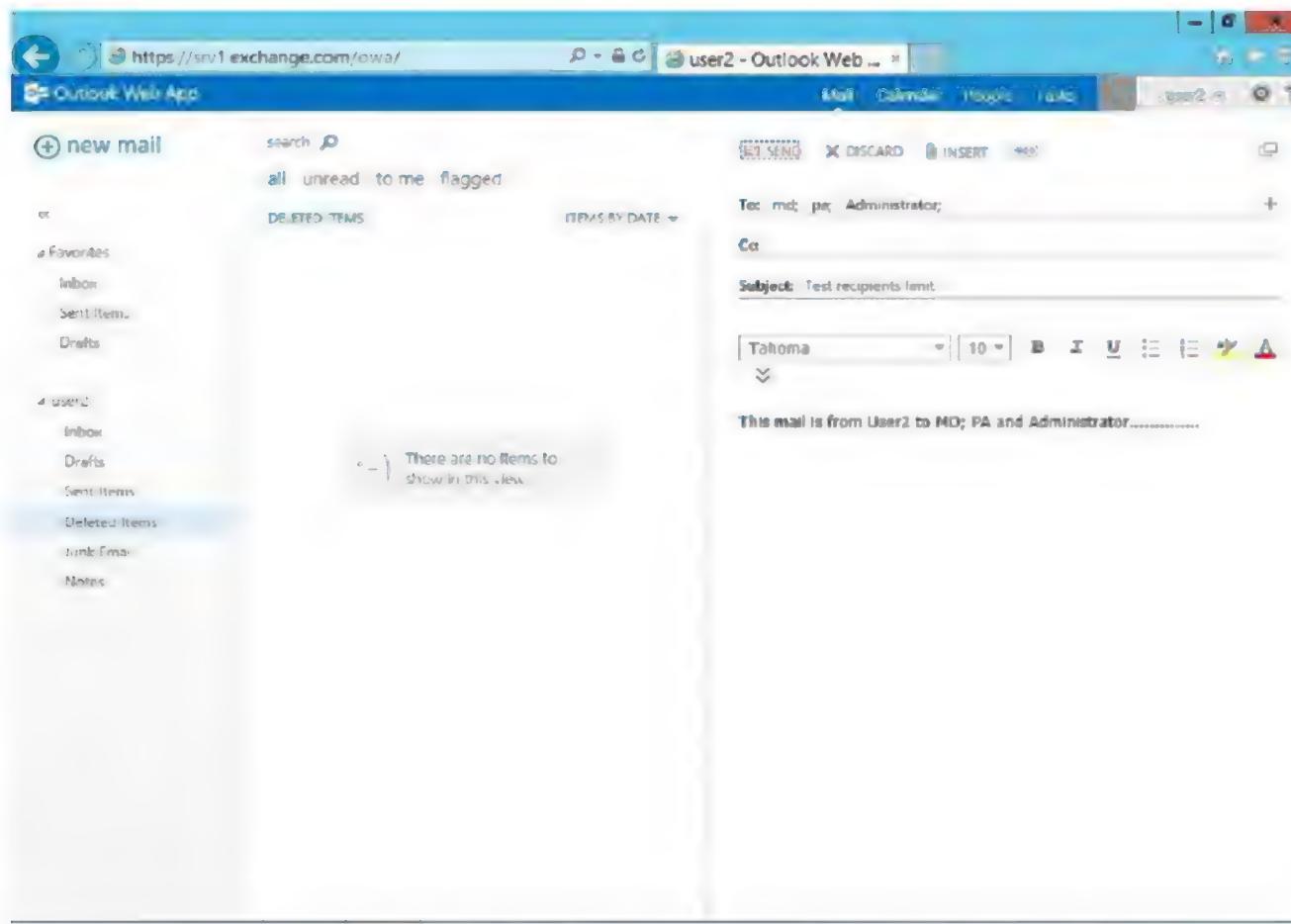
- In Recipient limit→select Maximum recipients→enter the value (Ex: 2)→Ok



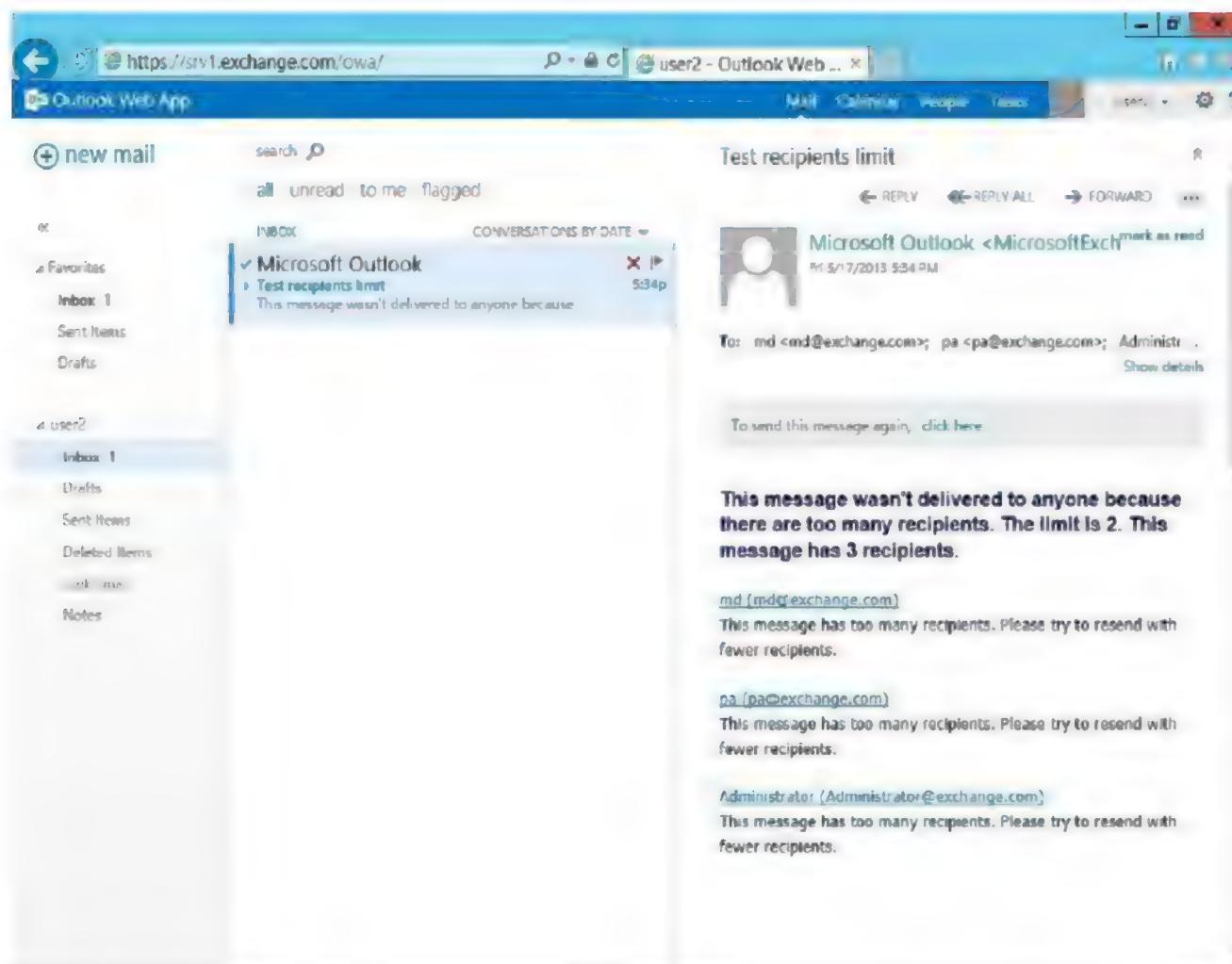
- Click Save

Verification:

- Log in to Mailbox of the user (**Ex: User2**) and send a single message to more people than the recipient limits (**Ex: 3**) i.e. (**Ex: MD; PA; Administrator**)



- Verify the Undeliverable Message and the reason that, The message has too many recipients.



Lab – 13: Granting Full Mailbox Access of the user to another user

Objective:

To provide full mailbox access of another user to a Mailbox Enabled User

Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.
- A computer running Windows 7.

Topology:



SRV1

Domain Controller

IP Address 10.0.0.1

Subnet Mask 255.0.0.0

Preferred DNS 10.0.0.1

SRV2

Client

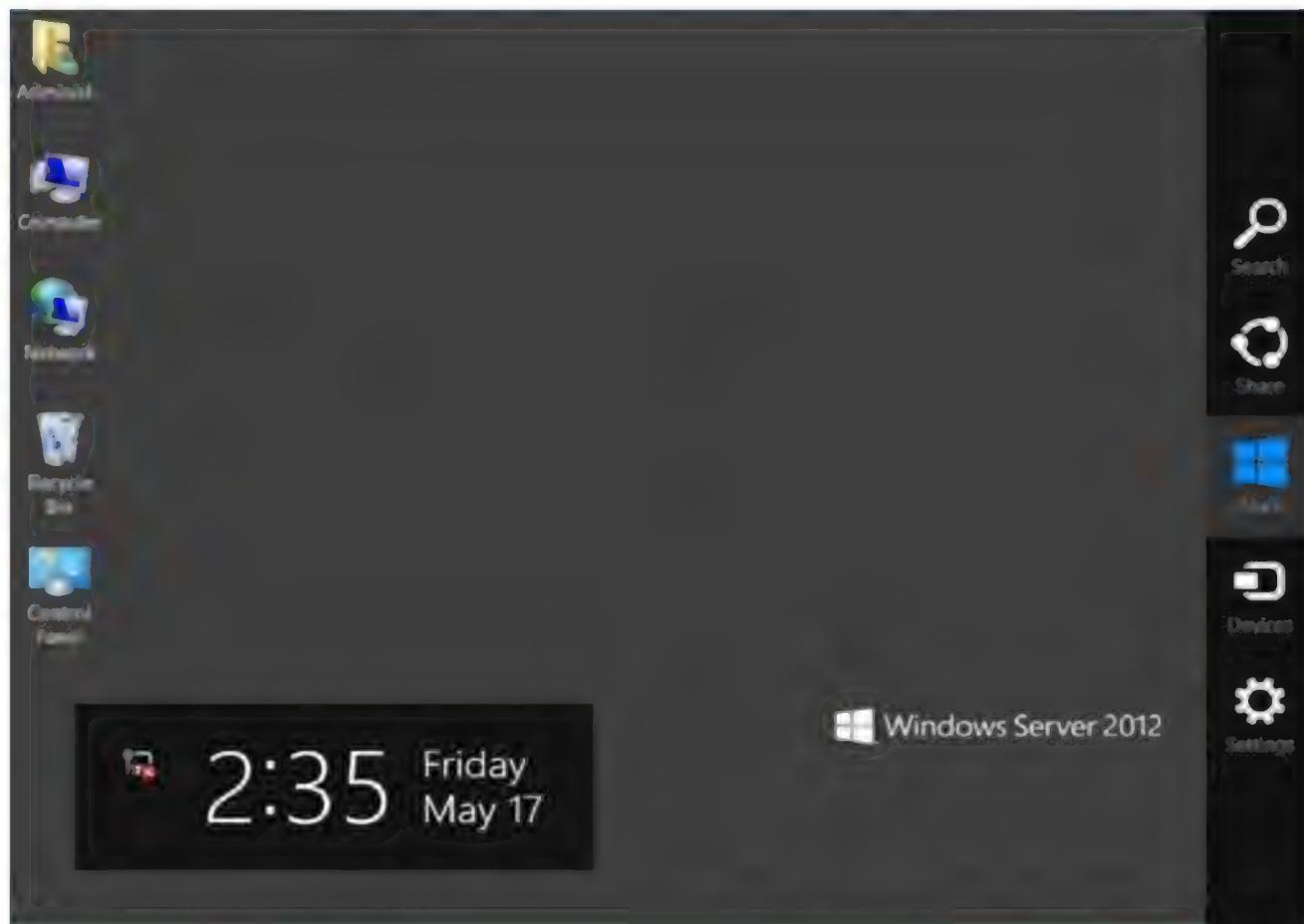
IP Address 10.0.0.2

Subnet Mask 255.0.0.0

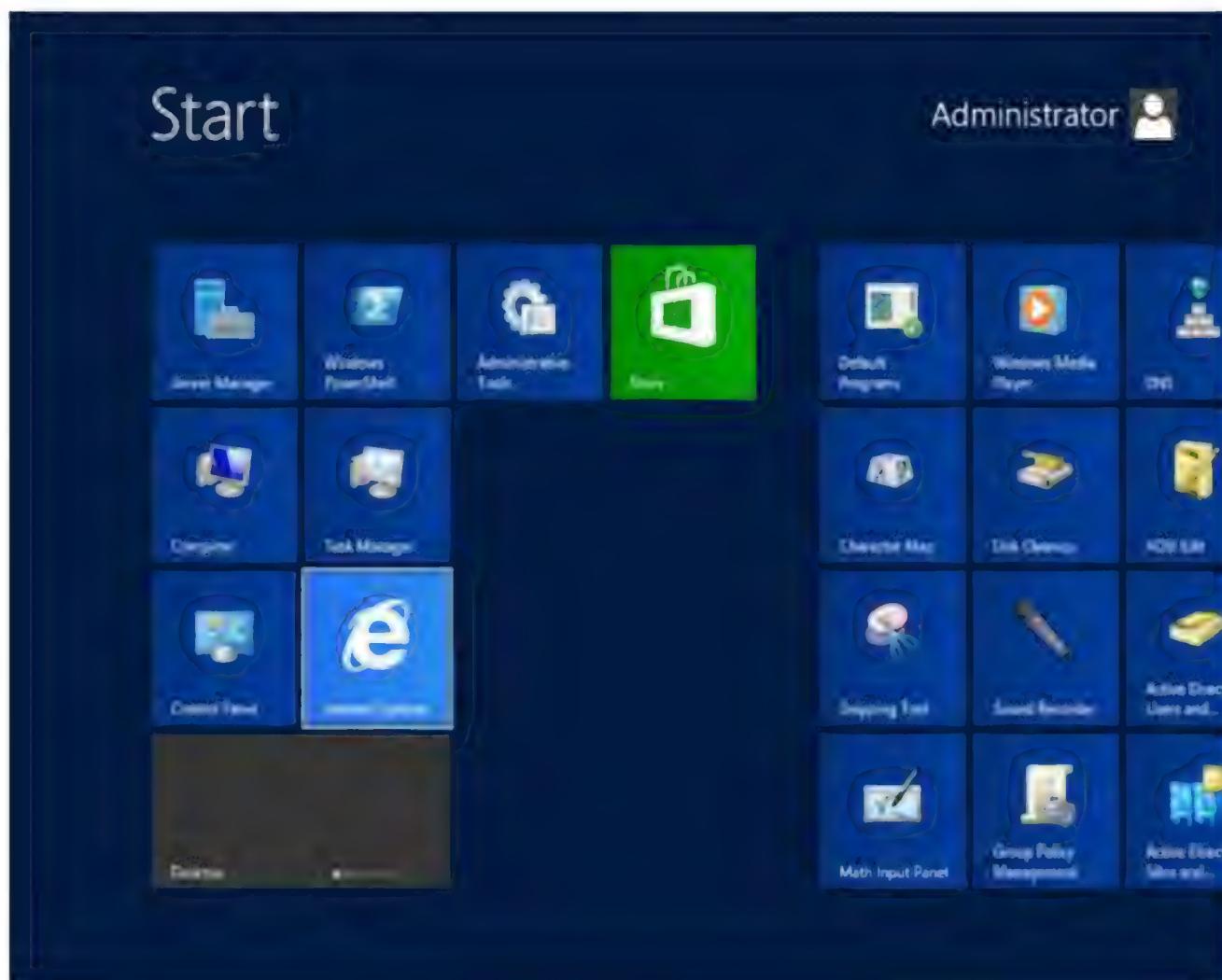
Preferred DNS 10.0.0.1

Steps:

- Start



- Open Internet Explorer

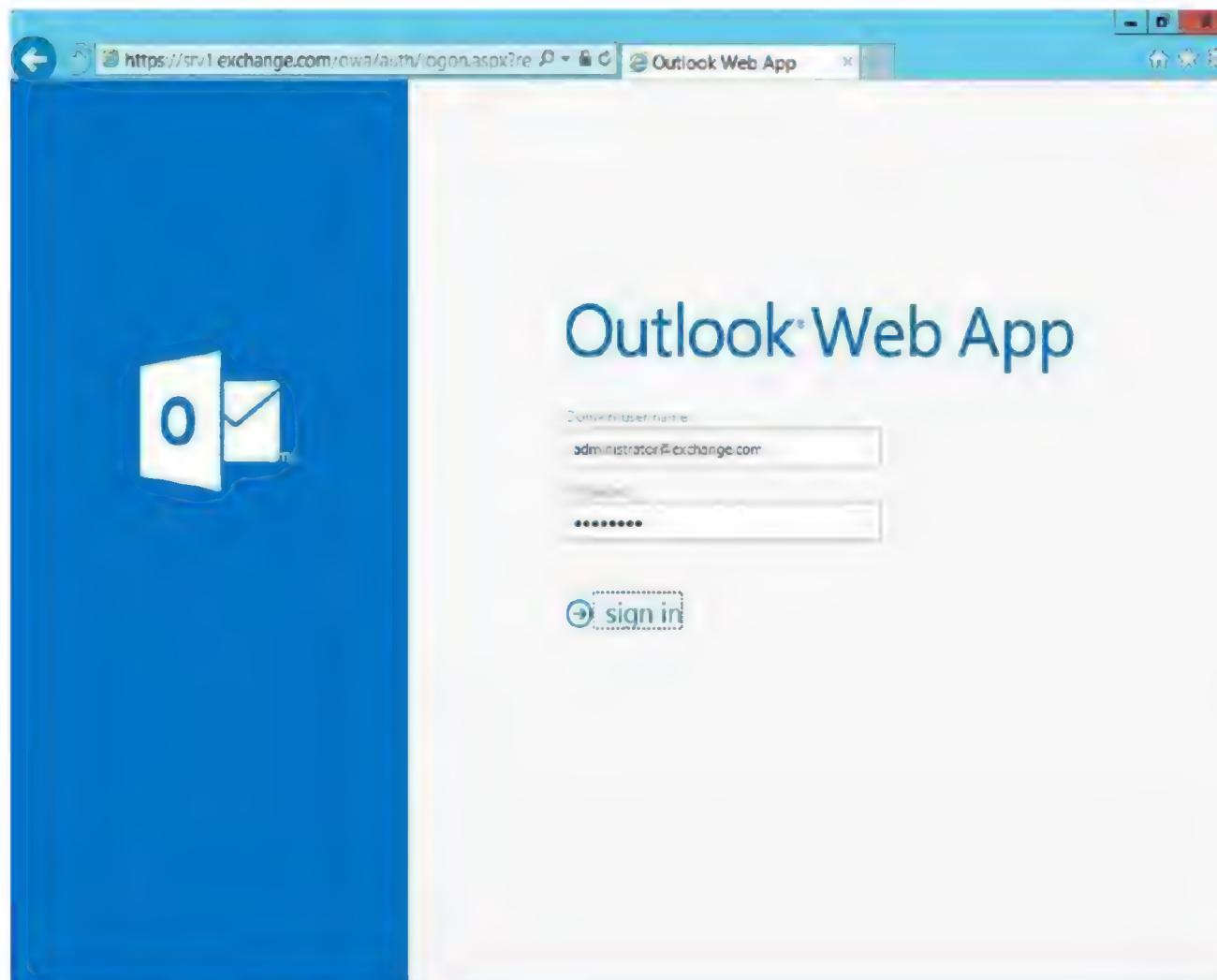


- Enter the address <https://FullyQualified Domain Name / Virtual Directory Name>

(Ex: <https://srv1.exchange.com/ecp>)



- Enter User Name and Password→click sign in



- In Exchange Admin Center→select Recipients→select Mailboxes tab→select User (Ex: PA)→select Edit tab

The screenshot shows the Exchange Admin Center interface. The ribbon at the top has 'mailboxes' selected. Below the ribbon is a list of users:

DISPLAY NAME	MAILBOX TYPE	EMAIL ADDRESS
Administrator	User	Administrator@exchange.com
md	User	md@exchange.com
pa	User	pa@exchange.com
user1	User	user1@exchange.com
user2	User	user2@exchange.com
user3	User	user3@exchange.com
user4	User	user4@exchange.com

The right pane shows detailed settings for the selected user 'pa':

- User mailbox: pa@exchange.com
- Title: Office
- Work phone
- Phone and Voice Features: Unified Messaging Enabled
- Mobile Devices: Disable Exchange ActiveSync
- In-Place Archive: Archiving: Enabled
- In-Place Hold: User is not under hold

At the bottom left, there's a URL: <https://srv1.exchange.com/ecp/UsersGroups/Mailboxes.aspx?showhelp=false>

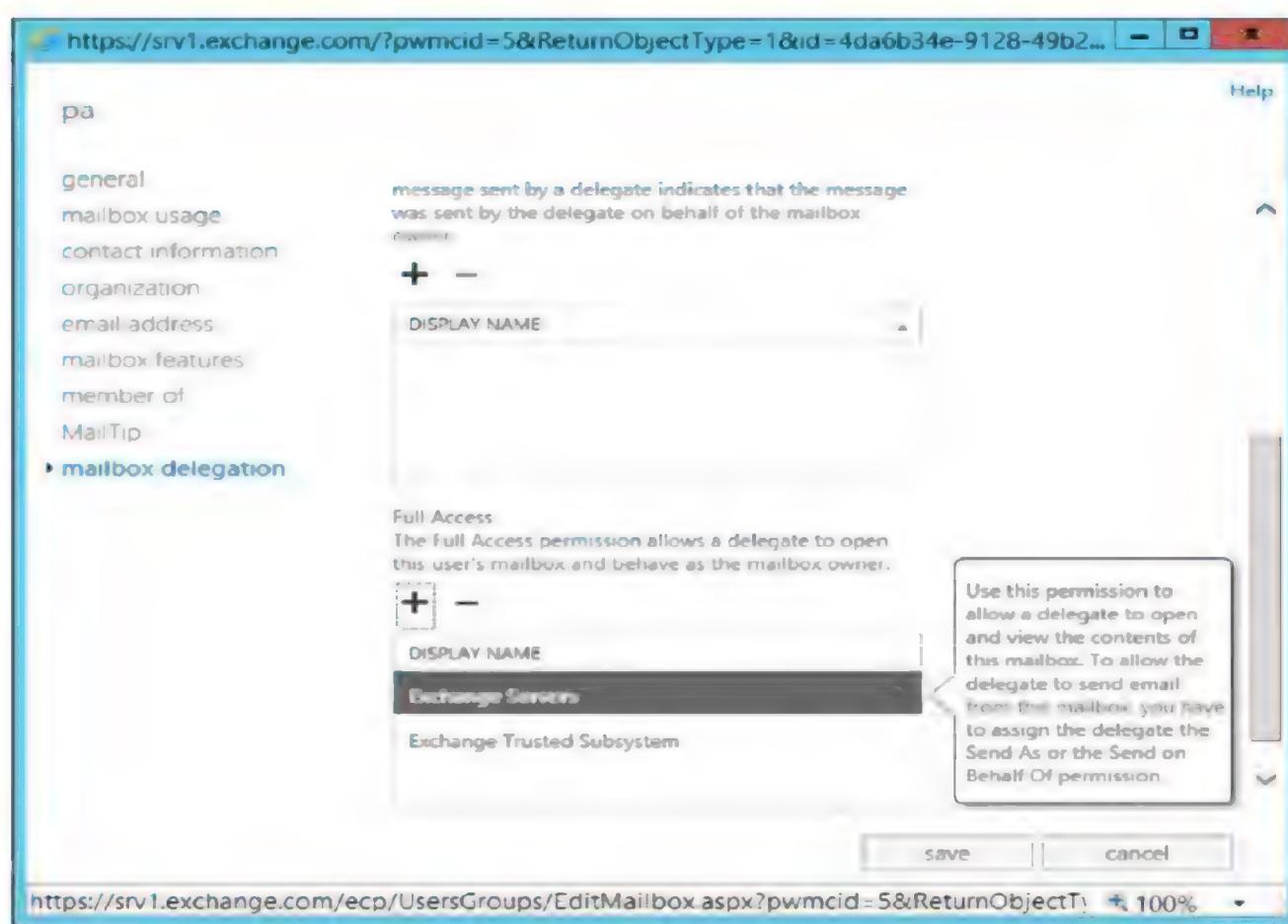
- Select Mailbox delegation→scroll down

The screenshot shows the 'Edit Mailbox' page for user 'pa'. The left sidebar lists various mailbox properties. The 'mailbox delegation' section is expanded, showing two main delegation types:

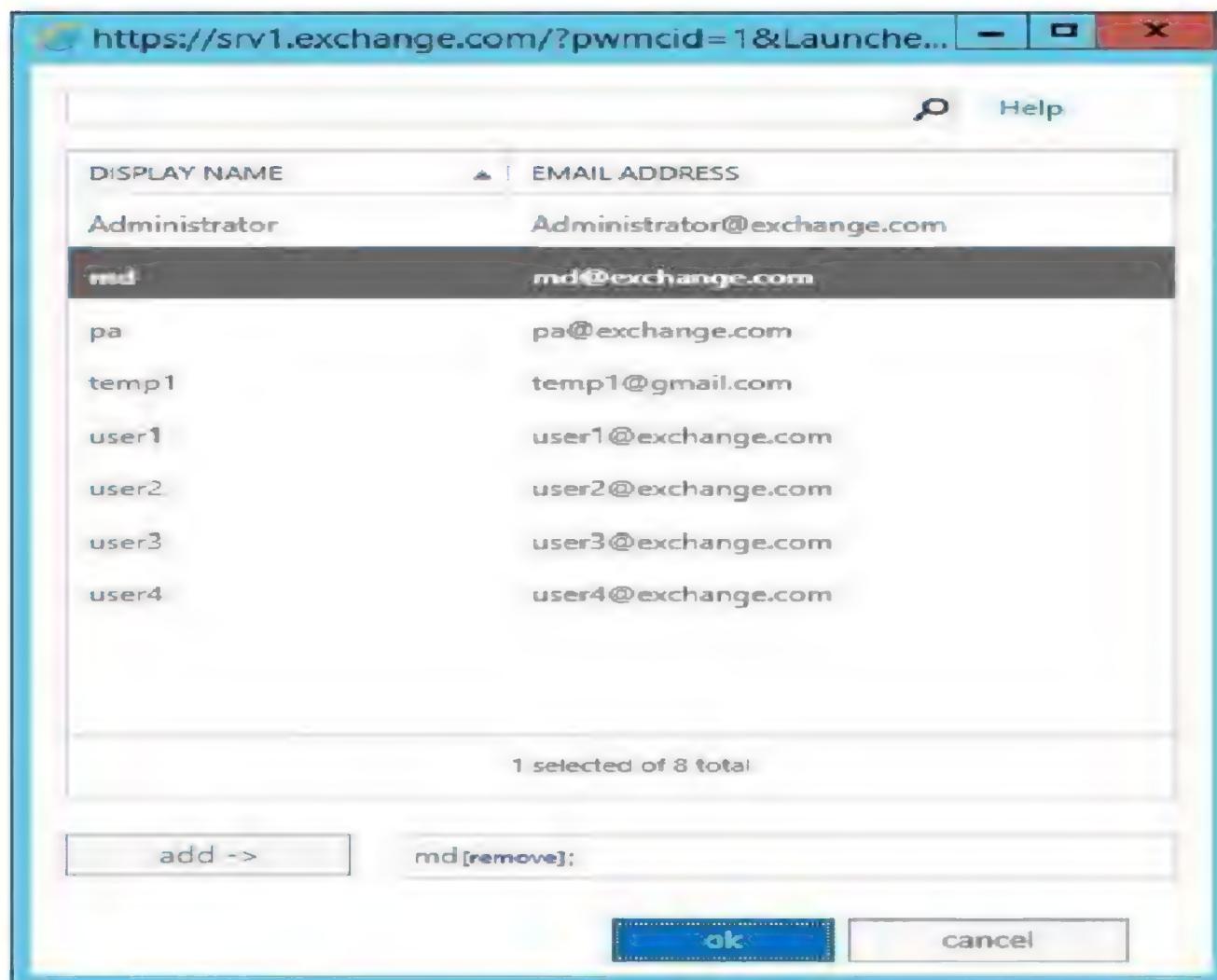
- Send As:** Describes the permission to send email from this mailbox as if it were sent by the owner.
- Send on Behalf Of:** Describes the permission to send email on behalf of this user, with a note that the From line in messages sent by a delegate indicates the message was sent by the delegate on behalf of the mailbox.

At the bottom left, there's a URL: <https://srv1.exchange.com/ecp/UsersGroups/EditMailbox.aspx?pwmid=5&ReturnObjectType=1&ud=4da6b34e-9128-49b2...>

- In Full Access→select Add (+)



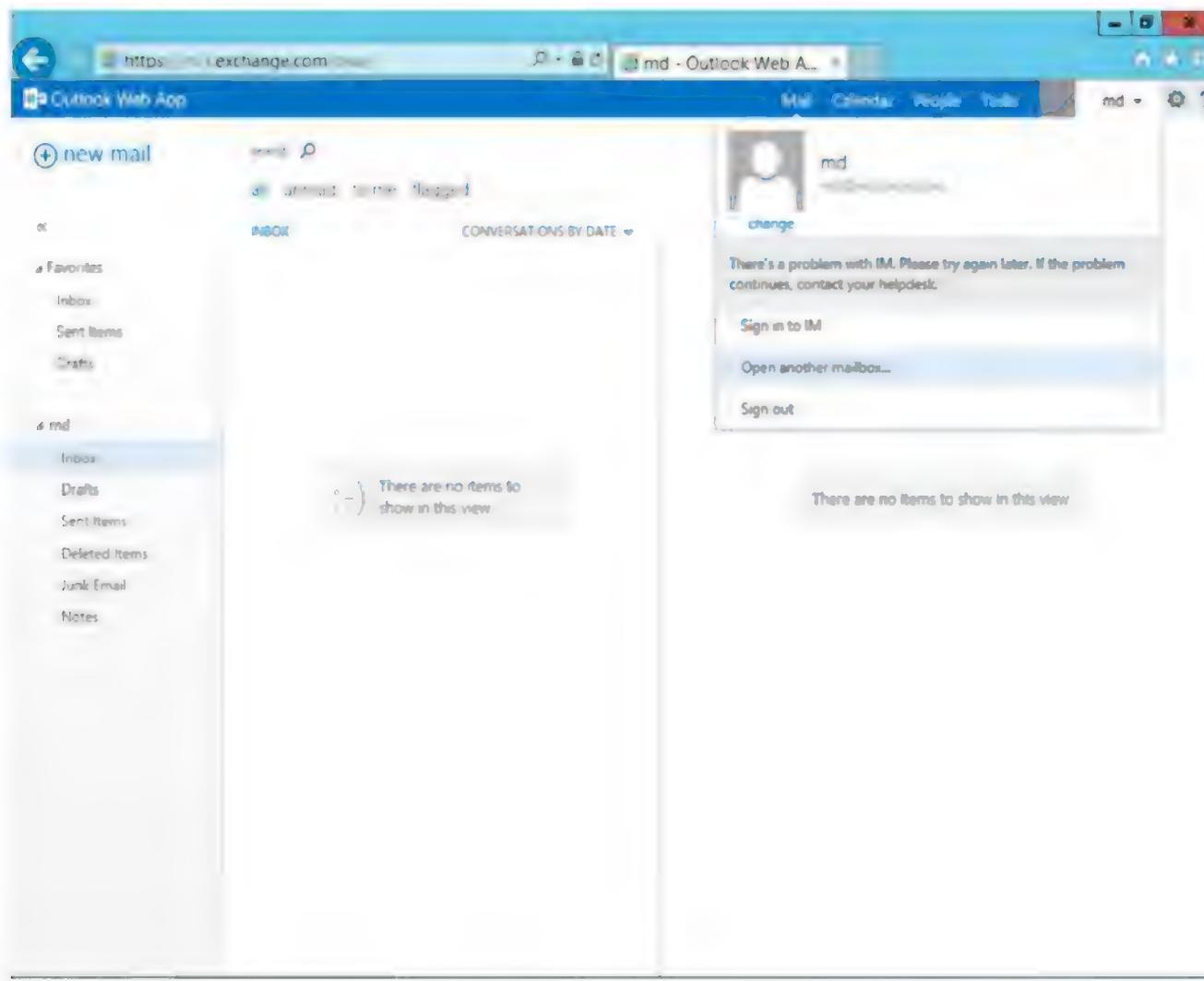
- Select the User (Ex: MD)→click Add→click OK.



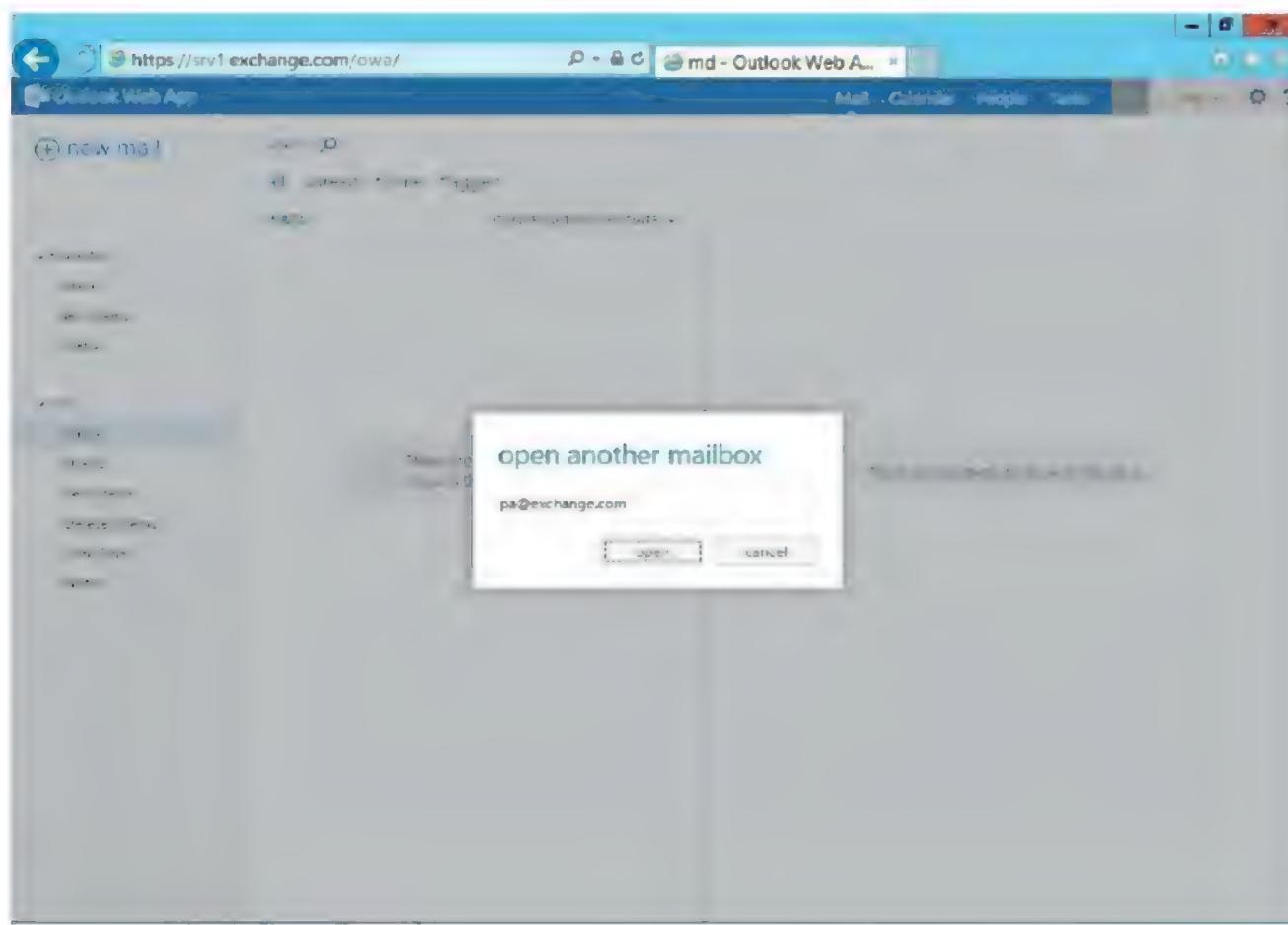
- Click Save

Verification:

- Log into the Mailbox of the User (Ex: **MD**) using **Outlook Web App**→select **Open another mailbox**



- Enter user name (Ex: **PA**)→click **open**



- Verify the mailbox of User (Ex: **PA**) accessing by User (Ex: **MD**)

The screenshot shows a Microsoft Outlook Web App interface. The top navigation bar includes links for 'Outlook Web App', 'md - Outlook Web App', and 'pa - Outlook Web App'. The main area displays an email from 'user1' to 'md'. The subject is 'test mail.....'. The message body contains the text 'This mail is to test forwarding address.....'. The left sidebar shows the 'Inbox 1' folder selected, along with other options like 'Deleted Items', 'Sent Items', and 'Notes'.

Lab – 14: Applying Storage Quotas on the User Mailbox

Objective:

To define the mailbox size for a Mailbox Enabled User

Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.
- A computer running Windows 7.

Topology:



SRV1

Domain Controller

IP Address 10.0.0.1

Subnet Mask 255.0.0.0

Preferred DNS 10.0.0.1

SRV2

Client

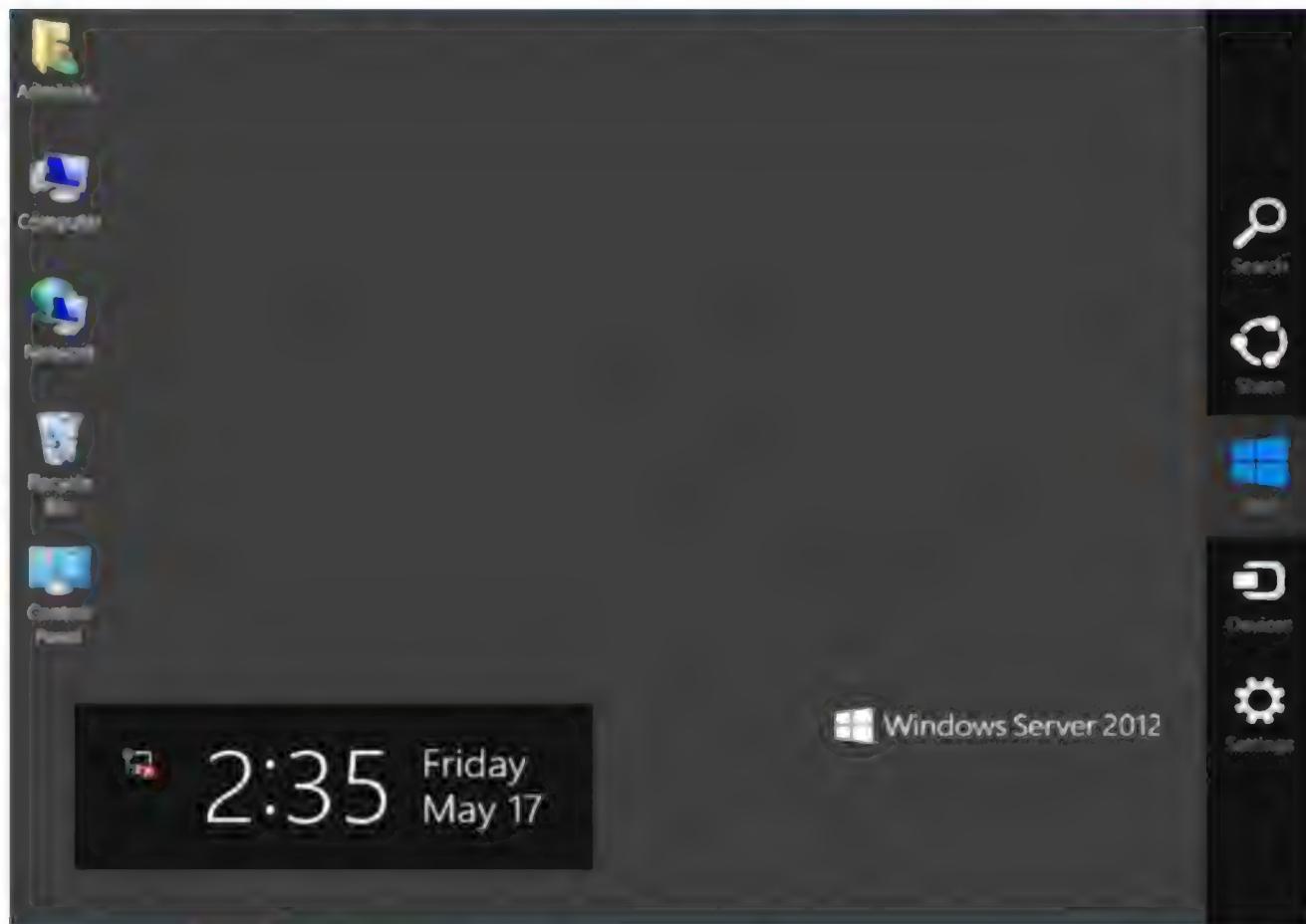
IP Address 10.0.0.2

Subnet Mask 255.0.0.0

Preferred DNS 10.0.0.1

Steps:

- Start



- Open Internet Explorer

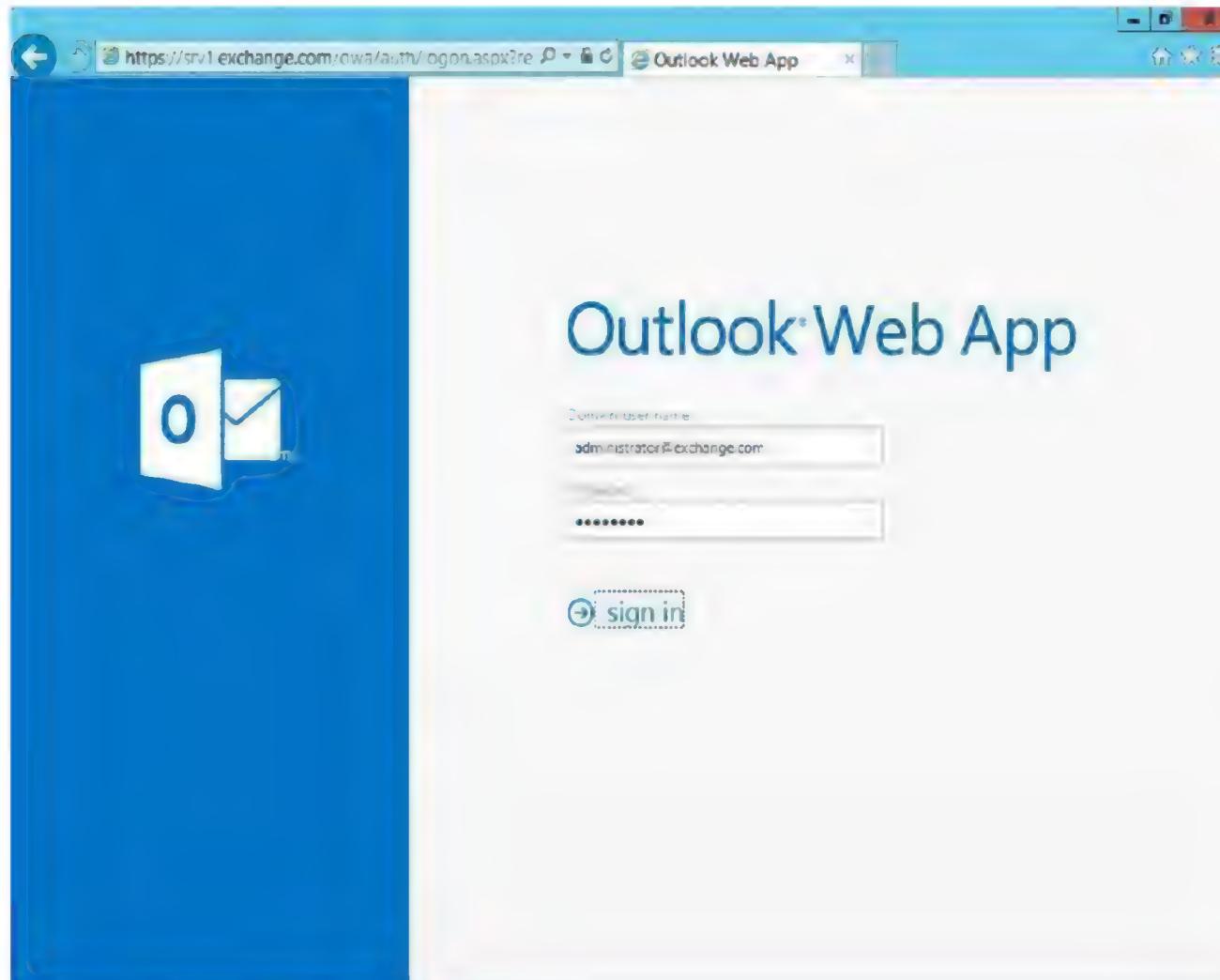


- Enter the address <https://FullyQualified Domain Name / Virtual Directory Name>

(Ex: <https://srv1.exchange.com/ecp>)



- Enter User Name and Password→click sign in



- In Exchange Admin Center → select Recipients → select Mailboxes tab → select User (Ex: PA) → select Edit tab

DISPLAY NAME	MAILBOX TYPE	EMAIL ADDRESS
Administrator	User	Administrator@exchange.com
md	User	md@exchange.com
pa	User	pa@exchange.com
user1	User	user1@exchange.com
user2	User	user2@exchange.com
user3	User	user3@exchange.com
user4	User	user4@exchange.com

selected of 7 total
<https://srv1.exchange.com/ecp/UsersGroups/Mailboxes.slab?showhelp=false>

- Select Mailbox usage → click More options

user1

general

mailbox usage

Last logon: 5/18/2013 10:33 AM

Mailbox Usage shows how much of the total mailbox quota has been used. Use this page if you want to change the quota for this user or specify how long to keep deleted items. [Learn more](#)

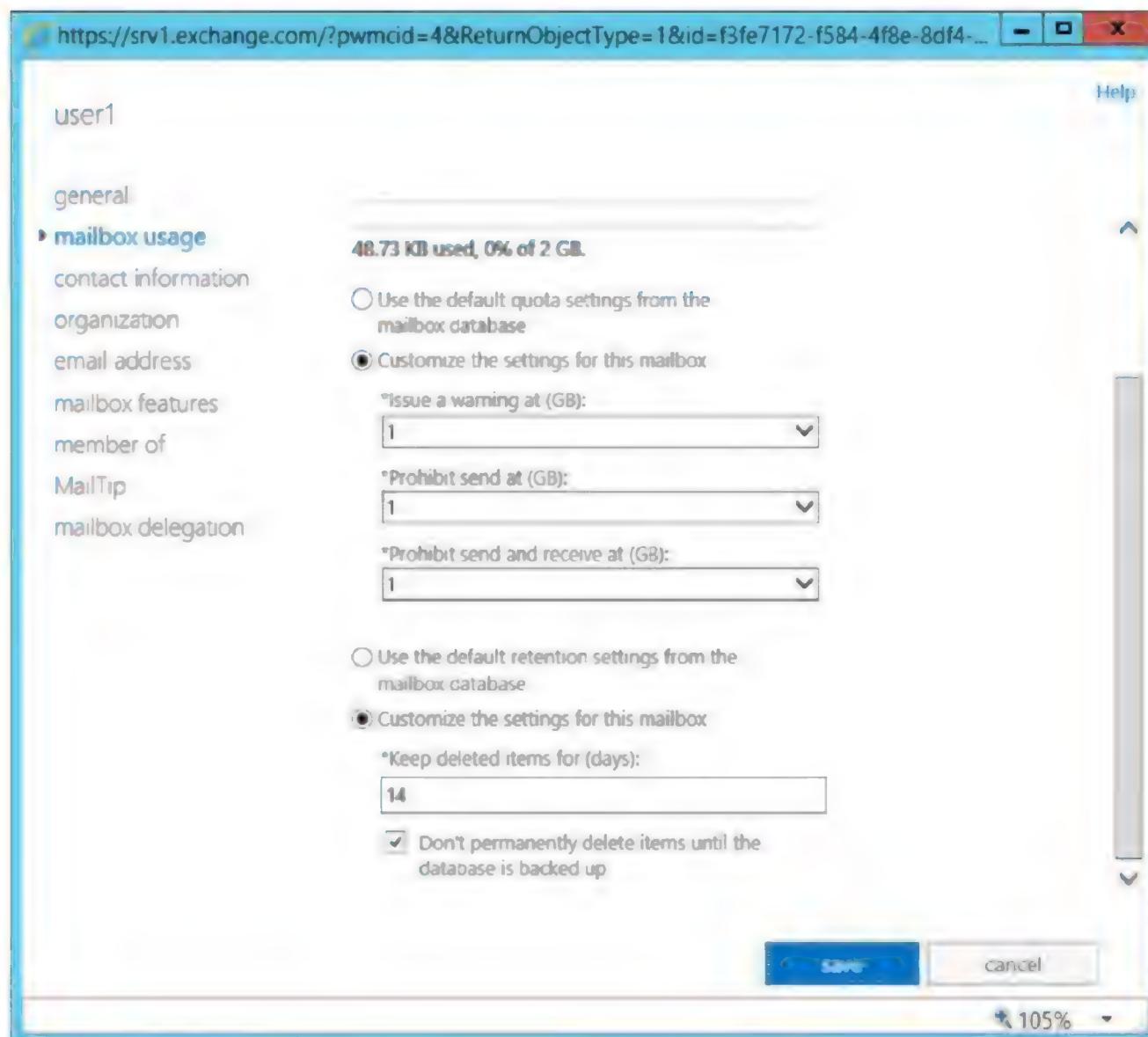
48.73 KB used, 0% of 2 GB.

[More options...](#)

save cancel

javascript:_doPostBack('ctl00\$ctl00\$ResultPanePlaceHolder\$Mailbox\$MailboxUsage\$contentC', 105%)

- Select **Customize the settings for this Mailbox**→select **Issue a warning, Prohibit send and Prohibit send and receive**→enter the values in **GB**→In **Customize the settings for this Mailbox**→enter the value (Ex: **14**)→check the box **Don't permanently delete items until the database is backed up**→click **Save**.



Verification:

- Log in as user (Ex: **user2**) and check the **modified mailbox size**.

The screenshot shows the 'my account' page from the Microsoft Exchange Online interface. The URL in the browser bar is <https://srv1.exchange.com/ecp/>. The page has a blue header with the 'Outlook Web App' logo.

Left sidebar (options):

- account
- organize email
- groups
- site mailboxes
- settings
- phone
- block or allow
- apps

Main Content Area (my account):

Photo: A placeholder image showing a person's head and shoulders.

General:

- Display name: user2
- Email address: user2@exchange.com

Mailbox Usage:

92.13 KB used. At 1 GB you won't be able to send mail.

Contact Numbers:

- Work phone:
- Mobile phone:

Shortcuts to other things...

- Set up an automatic reply message
- Connect your mobile phone or device to your account
- Connect Outlook to this account
- Change your password

Lab – 15: Creating Admin Roles for User

Objective:

To delegate Admin rights for decentralization of Exchange tasks to Junior Administrator

Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.
- A computer running Windows 7.

Topology:**SRV1****SRV2****Domain Controller****Client**

IP Address 10.0.0.1

IP Address 10.0.0.2

Subnet Mask 255.0.0.0

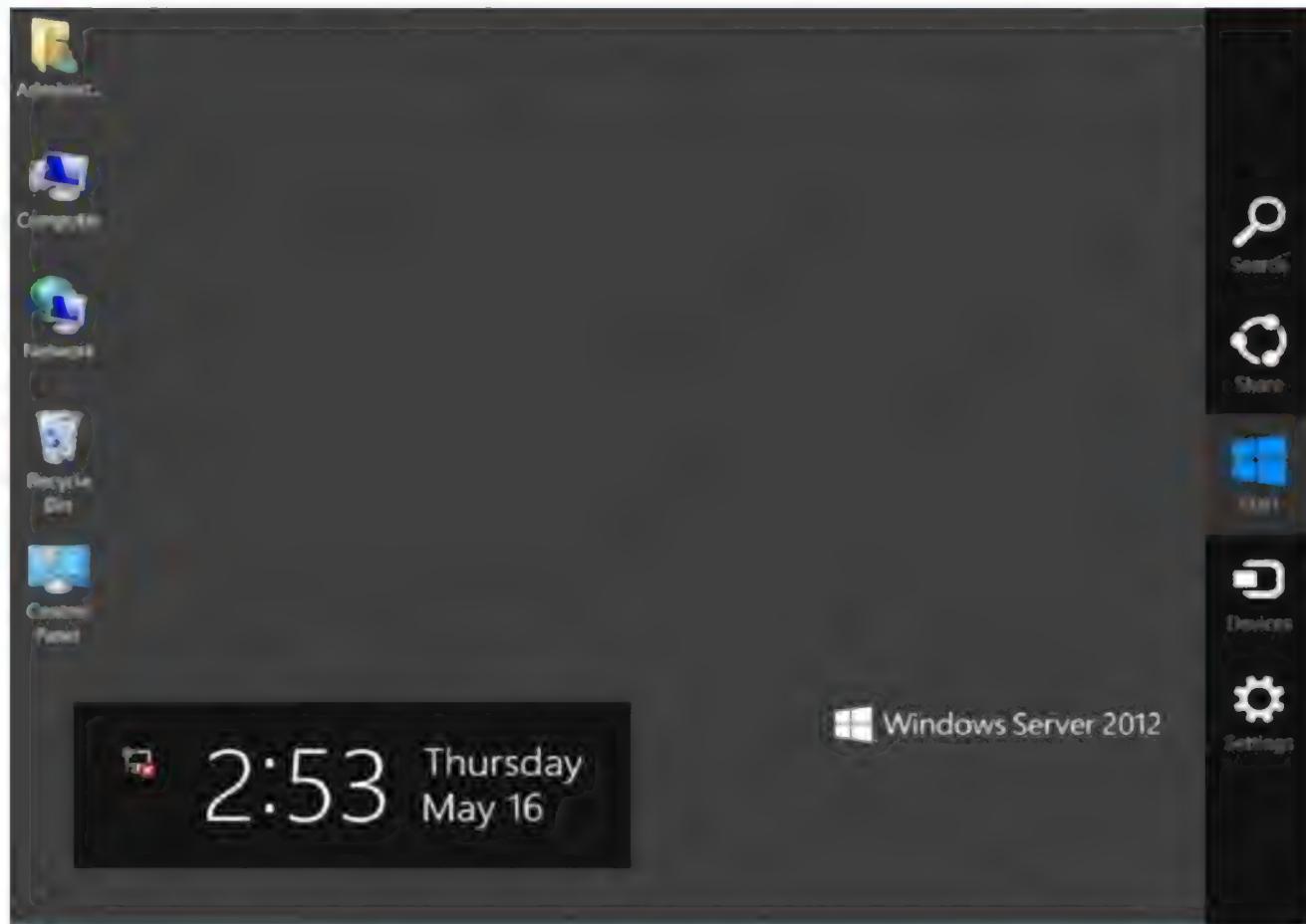
Subnet Mask 255.0.0.0

Preferred DNS 10.0.0.1

Preferred DNS 10.0.0.1

Steps:

● Start



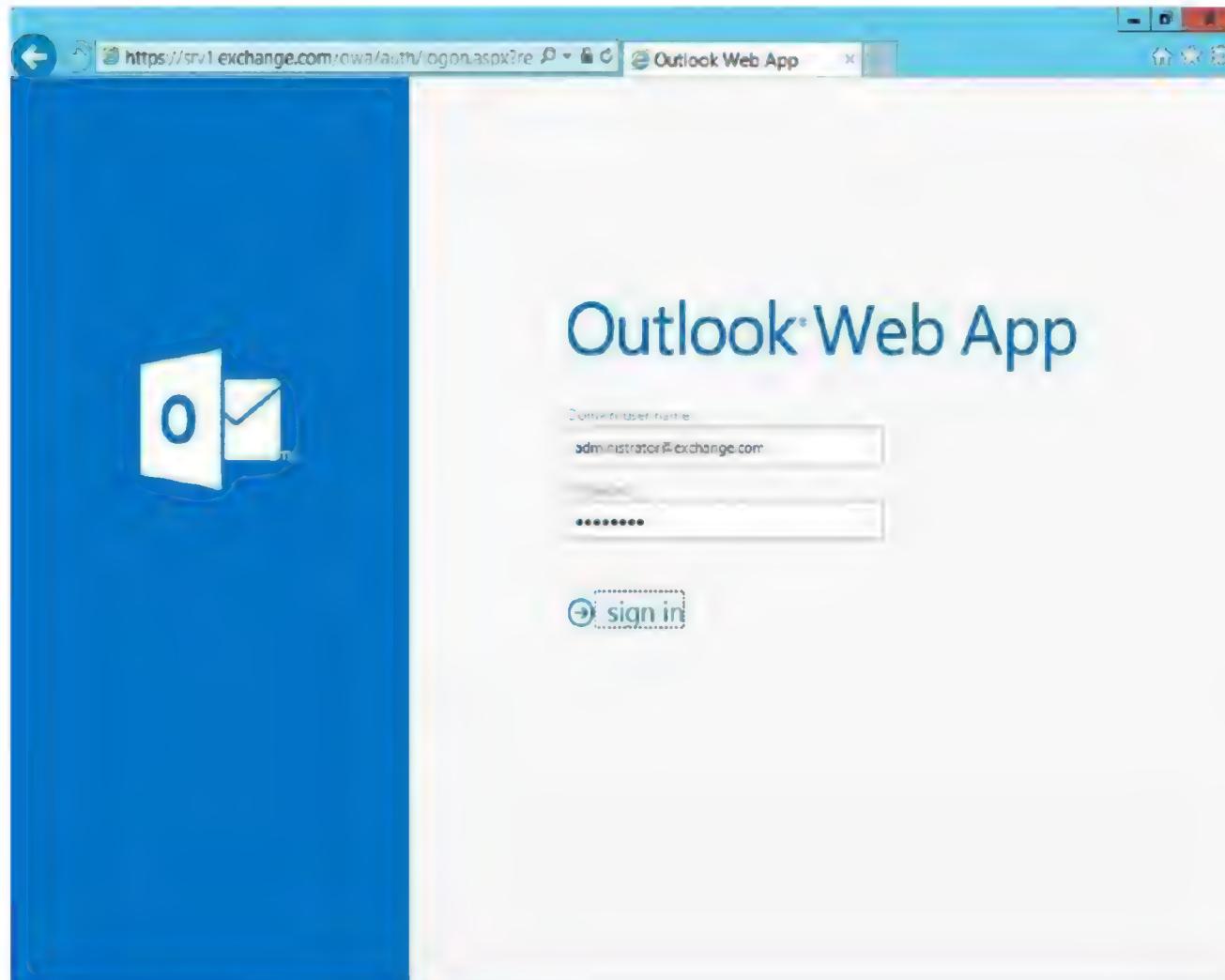
- Open Internet Explorer



- Enter the address **https://FullyQualified Domain Name / Virtual Directory Name**
(Ex: https://srv1.exchange.com/ecp)



- Enter User Name and Password→click sign in



- In Exchange Admin Center→select Permissions→select Admin Roles tab→select Recipient Management→click Edit

The screenshot shows the Exchange Admin Center interface. On the left, there's a navigation menu with various categories like Recipients, Permissions, Compliance Management, Organization, Protection, Mail Flow, Mobile, Public Folders, and others. The 'Admin Roles' tab is selected, and within it, the 'Recipient Management' role is currently being edited, as indicated by the highlighted status bar at the bottom.

Recipient Management

Members of this management role group have rights to create, manage, and remove Exchange recipient objects in the Exchange organization.

Assigned roles:

- Distribution Groups
- Mail Recipient Creation
- Mail Recipients
- Message Tracking
- Migration
- Move Mailboxes
- Recipient Policies
- Team Mailboxes

Members:

Write scope: Default

Selected of 12 total
https://srv1.exchange.com/ecp/UsersGroups/AdminRoleGroups.slab?showhelp=false

- Select Members→click Add

This screenshot shows the 'Recipient Management' dialog box. It has sections for 'Organizational unit' selection, 'Write scope' (set to 'Default'), and a list of 'Members'. A tooltip provides instructions: 'Select the administrator roles that correspond to the Exchange features and services that members of this role group should have permissions to manage.' At the bottom, there are 'Save' and 'Cancel' buttons.

Recipient Management

the exchange organization:

Write scope:
Default

Organizational unit:

Members:

+ -

NAME
Distribution Groups

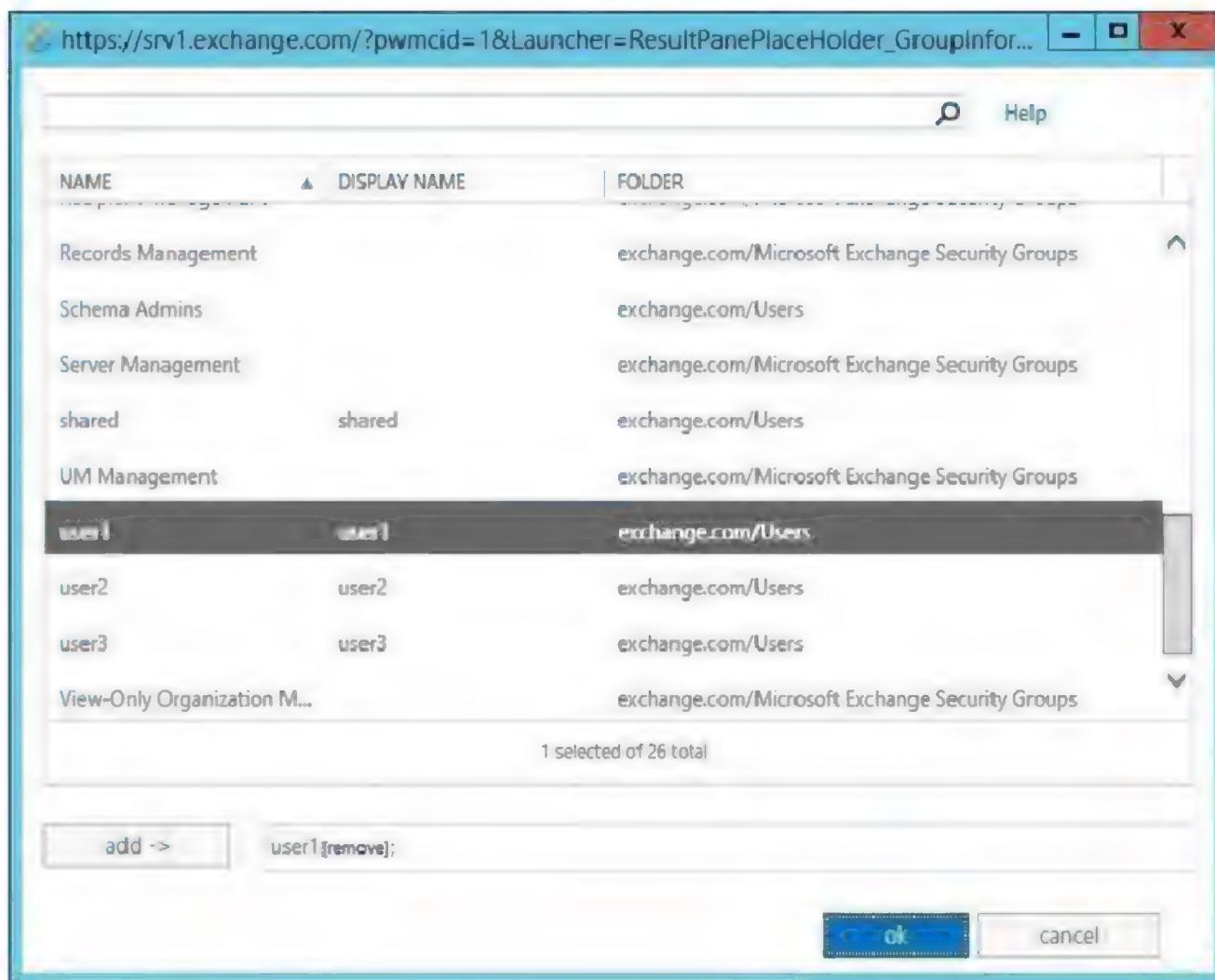
Mail Recipient Creation
Mail Recipients
Message Tracking

Save Cancel

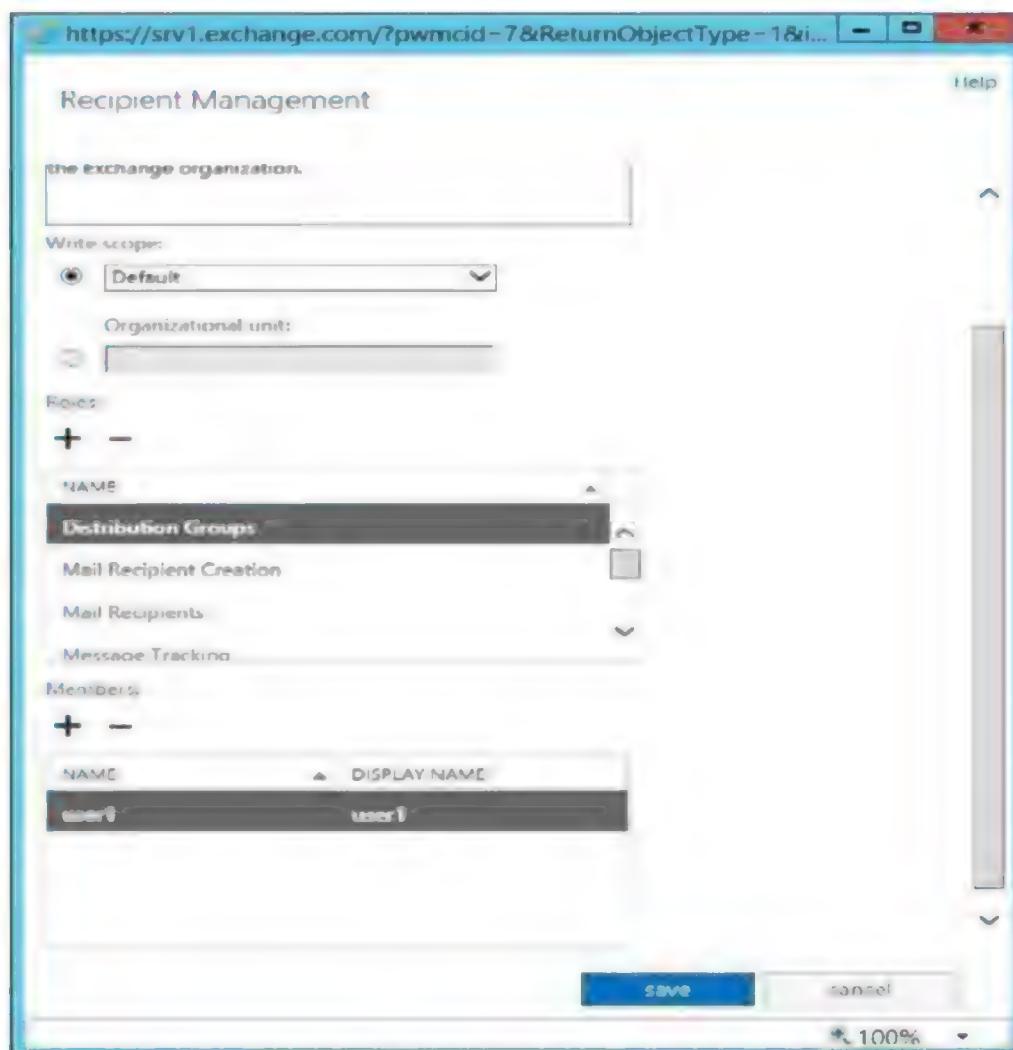
Select the administrator roles that correspond to the Exchange features and services that members of this role group should have permissions to manage.

https://srv1.exchange.com/ecp/UsersGroups/EditAdminRoleGroup 100%

- Select the user (Ex:User1)→click Add→click Ok



- Click Save



Verification:

- Login as **User1** in ECP & check the Recipients in Exchange Admin Center

The screenshot shows the Exchange Admin Center interface. The left navigation pane is collapsed, and the main area displays the 'recipients' list. The table has columns for DISPLAY NAME, MAILBOX TYPE, and EMAIL ADDRESS. There are four entries: 'Administrator' (Mailbox Type: Mailbox, Email Address: Administrator@exchange.com), 'user1' (Mailbox Type: User, Email Address: user1@exchange.com), 'user2' (Mailbox Type: User, Email Address: user2@exchange.com), and 'user3' (Mailbox Type: User, Email Address: user3@exchange.com). A context menu is open over the 'Administrator' row, showing options like 'User mailbox', 'Title', 'Office', 'Work phone', 'Phone and Voice Features', 'Mobile Devices', 'Disable Exchange ActiveSync', 'View details', 'In-Place Archive', 'Archiving: Disabled', 'Enable', 'Email Connectivity', 'Outlook Web App: Enabled', 'Disable', 'View details', and 'Move Mailbox'. At the bottom of the list, it says '1 selected of 4 total'.

DISPLAY NAME	MAILBOX TYPE	EMAIL ADDRESS
Administrator	Mailbox	Administrator@exchange.com
user1	User	user1@exchange.com
user2	User	user2@exchange.com
user3	User	user3@exchange.com

Lab – 16: Assigning Role Assignment Policy to the User

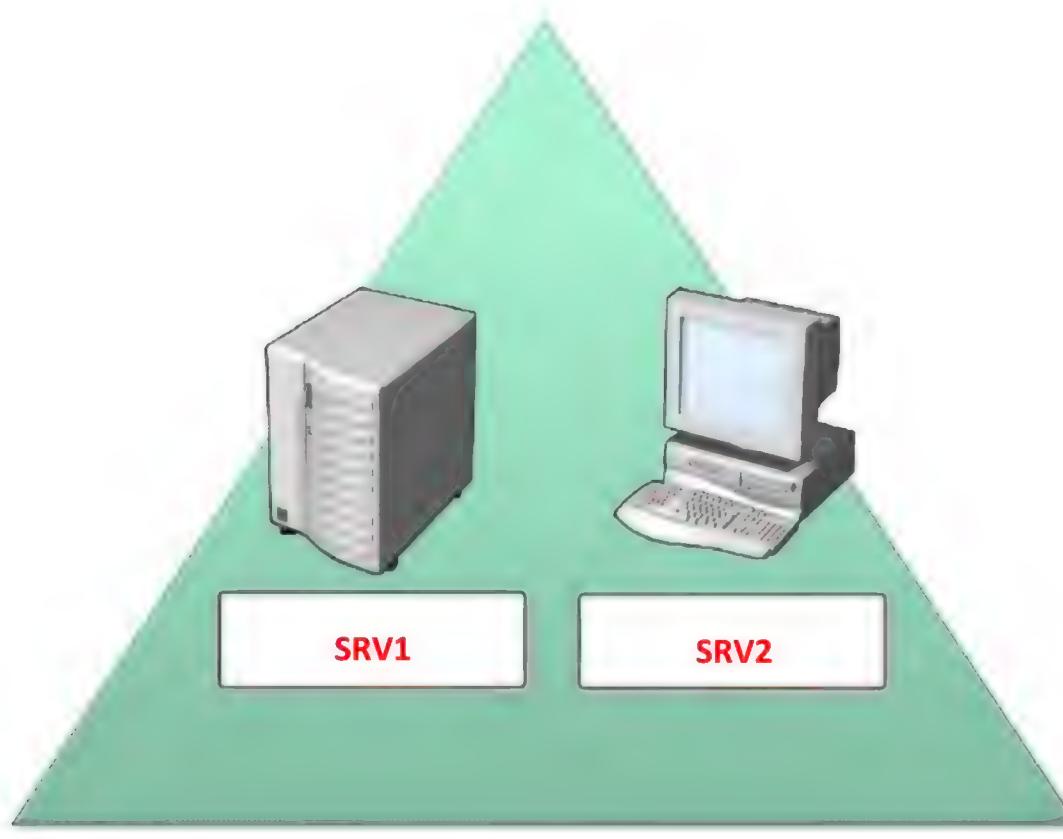
Objective:

Adding new Role Assignment Policy to a Junior Administrator

Pre-requisites:

Before working on this lab, you must have

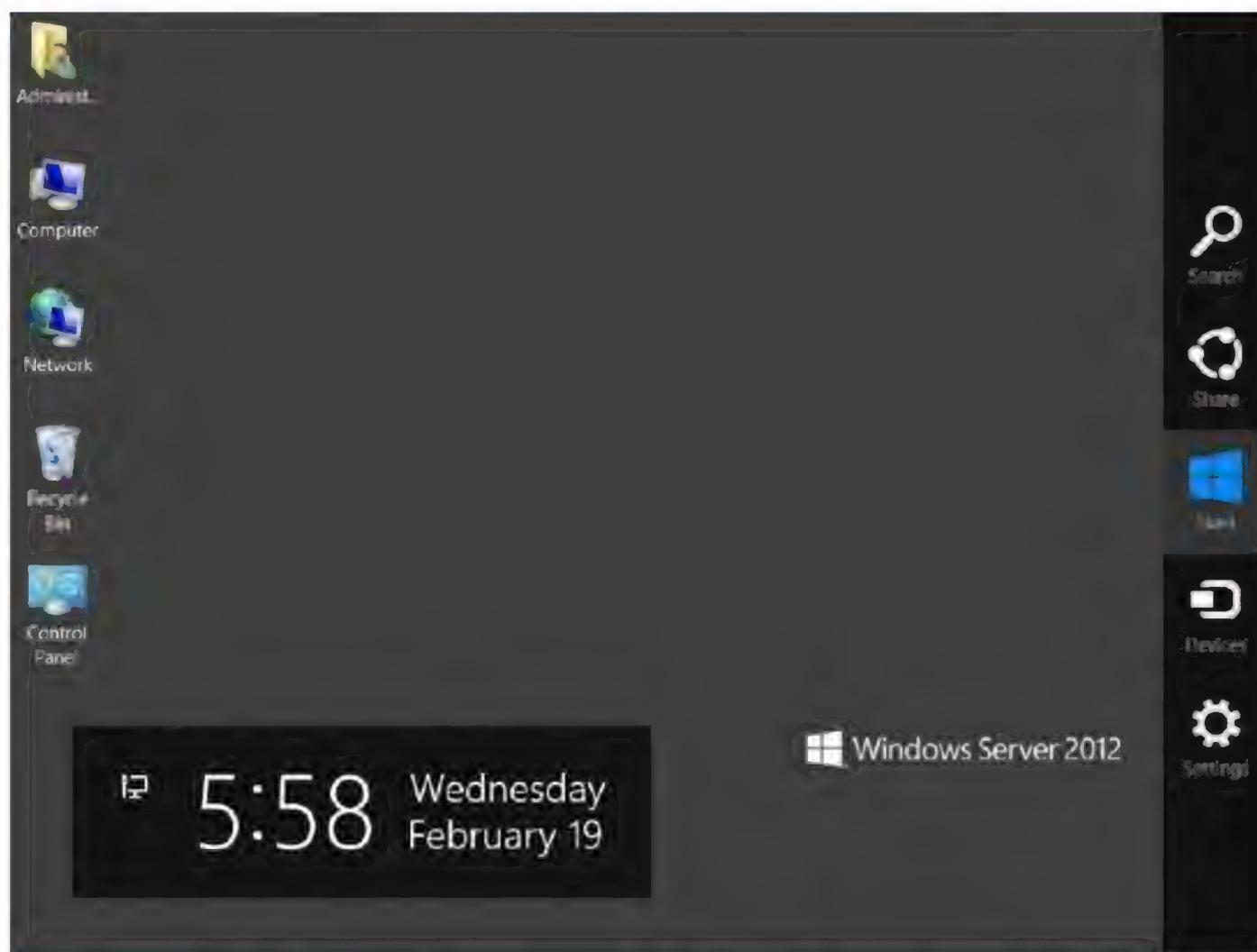
- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.
- A computer running Windows 7.

Topology:

SRV1		SRV2	
Domain Controller		Client	
IP Address	10.0.0.1	IP Address	10.0.0.2
Subnet Mask	255.0.0.0	Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1	Preferred DNS	10.0.0.1

Steps:

- Start



- Open Internet Explorer

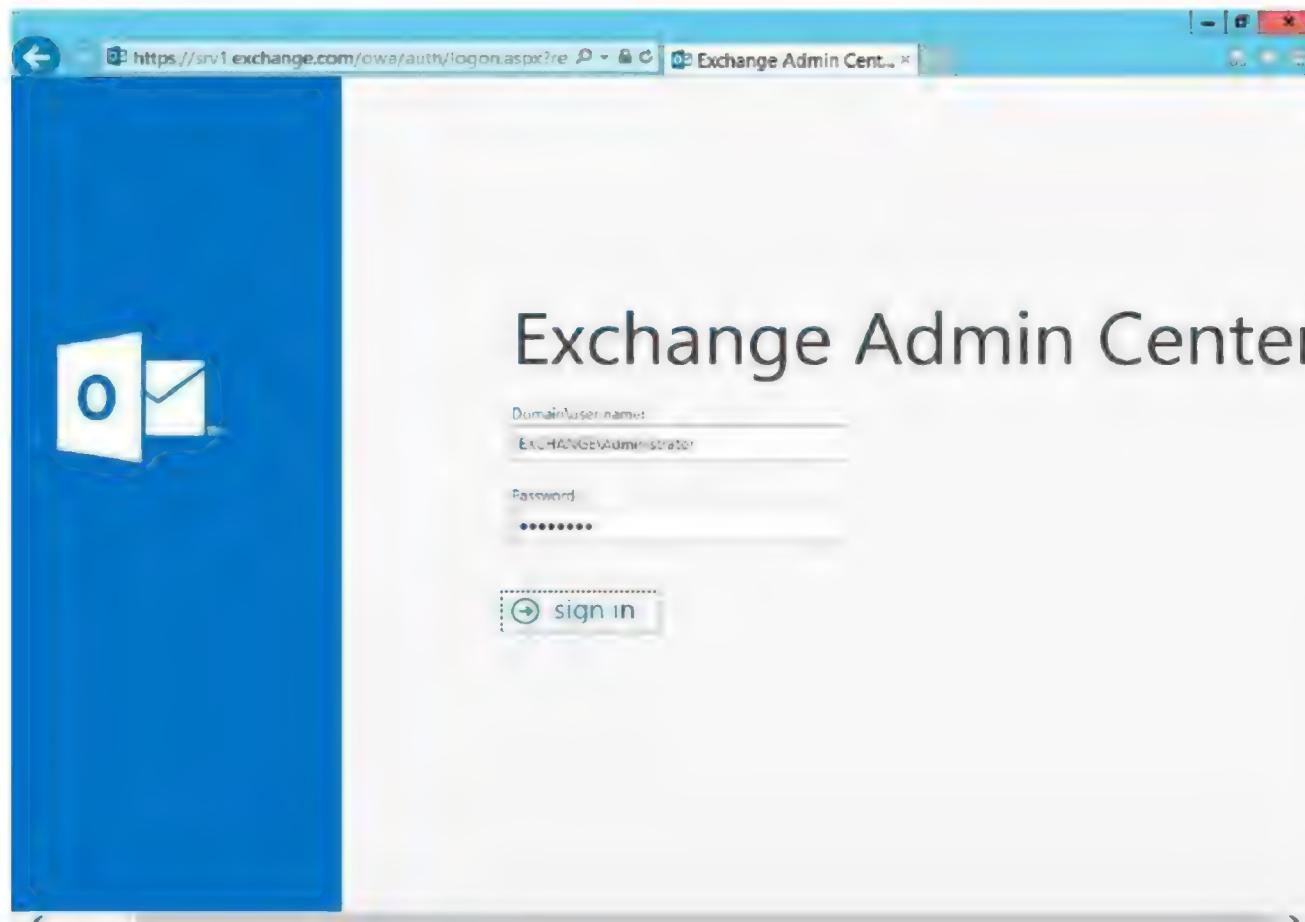


- Enter the address <https://FullyQualified Domain Name / Virtual Directory Name>

(Ex: <https://srv1.exchange.com/ecp>)



- Enter User Name (Ex: Administrator@exchange.com) and Password → click sign in



- In Exchange Admin Center→select Permissions→select User Roles tab→click New

The screenshot shows the Exchange Admin Center interface. The top navigation bar has tabs for 'recipients', 'admin roles', **user roles**, and 'Outlook Web App policies'. On the left, a sidebar lists categories like 'permissions', 'compliance management', 'organization', 'protection', 'mail flow', 'mobile', 'public folders', 'unified messaging', 'servers', and 'hybrid'. The main content area shows a table with one row selected, labeled 'Default Role Assignment Policy'. To the right, detailed information about this policy is displayed, including its description: 'This policy grants end users permissions to set their Outlook Web App options and perform other self-administration tasks.' Below this, sections for 'Contact information' and 'Distribution group memberships' are shown, with the 'Contact information' section expanded to reveal four checked checkboxes under 'MyContactInformation': 'MyAddressInformation', 'MyMobileInformation', and 'MyPersonalInformation'. At the bottom, a status bar indicates '1 selected of 1 total'.

- Enter Policy name (Ex: Full Control)→check the box in all options→click Save

This screenshot shows the 'Role Assignment Policy' dialog box. The title bar says 'https://srv1.exchange.com/?pwmcid=3&ReturnObjectType=1 - Role ...'. The main area contains a table with one row, 'Full Control'. Below the table, there's a 'Description:' field which is currently empty. Under the heading 'Contact information:', there are four checkboxes: 'MyContactInformation' (checked), 'MyAddressInformation' (checked), 'MyMobileInformation' (checked), and 'MyPersonalInformation' (checked). Under the heading 'Profile information:', there is one checkbox: 'MyProfileInformation' (checked). At the bottom of the dialog are 'Save' and 'cancel' buttons, and a status bar showing '115%'.

- Select Recipients → select the user (Ex:User1) → click Edit

The screenshot shows the Exchange admin center interface. In the top navigation bar, 'mailboxes' is selected. Below it, a table lists three users: 'Administrator' (User, Administrator@exchange.com), 'user1' (User, user1@exchange.com, highlighted in blue), and 'user2' (User, user2@exchange.com). To the right of the table, a sidebar displays the selected user's details: 'user1', 'User mailbox', 'user1@exchange.com', 'Title', 'Office', and 'Work phone'. At the bottom of the sidebar, there are sections for 'Phone and Voice Features' (Unified Messaging: Disabled, Enable), 'Mobile Devices' (Disable Exchange ActiveSync), and 'Disable CWA for Devices'.

- Select Mailbox Features → expand Role Assignment Policy → select Full Control → click Save

This screenshot shows the 'mailbox features' configuration dialog for the user 'user1'. On the left, a sidebar lists options like general, mailbox usage, contact information, organization, email address, and mailbox features (which is expanded). Under 'mailbox features', 'member of', 'MailTip', and 'mailbox delegation' are listed. The main pane contains settings for sharing, role assignment, retention, and address book policies. A callout box points to the 'Role assignment policy' dropdown, which has 'Default Role Assignment Policy' and 'Full Control' listed; 'Full Control' is highlighted with a blue selection bar. A tooltip for 'Role assignment policies' states: 'Role assignment policies specify the RBAC roles assigned to the user.' At the bottom, there are 'save' and 'cancel' buttons, and a status bar at the bottom right shows '115%'.

Verification:

- Log in as user (Ex: **User1**) in ECP→select Groups→click New

- Enter group name (Ex: **Sales**)→click Save

Lab – 17: Creating Outlook Web App Mailbox Policy

Objective:

To create a new Outlook Web App Policy for a Mailbox Enabled User

Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.
- A computer running Windows 7.

Topology:**SRV1****SRV2****Domain Controller****Client**

IP Address 10.0.0.1

IP Address 10.0.0.2

Subnet Mask 255.0.0.0

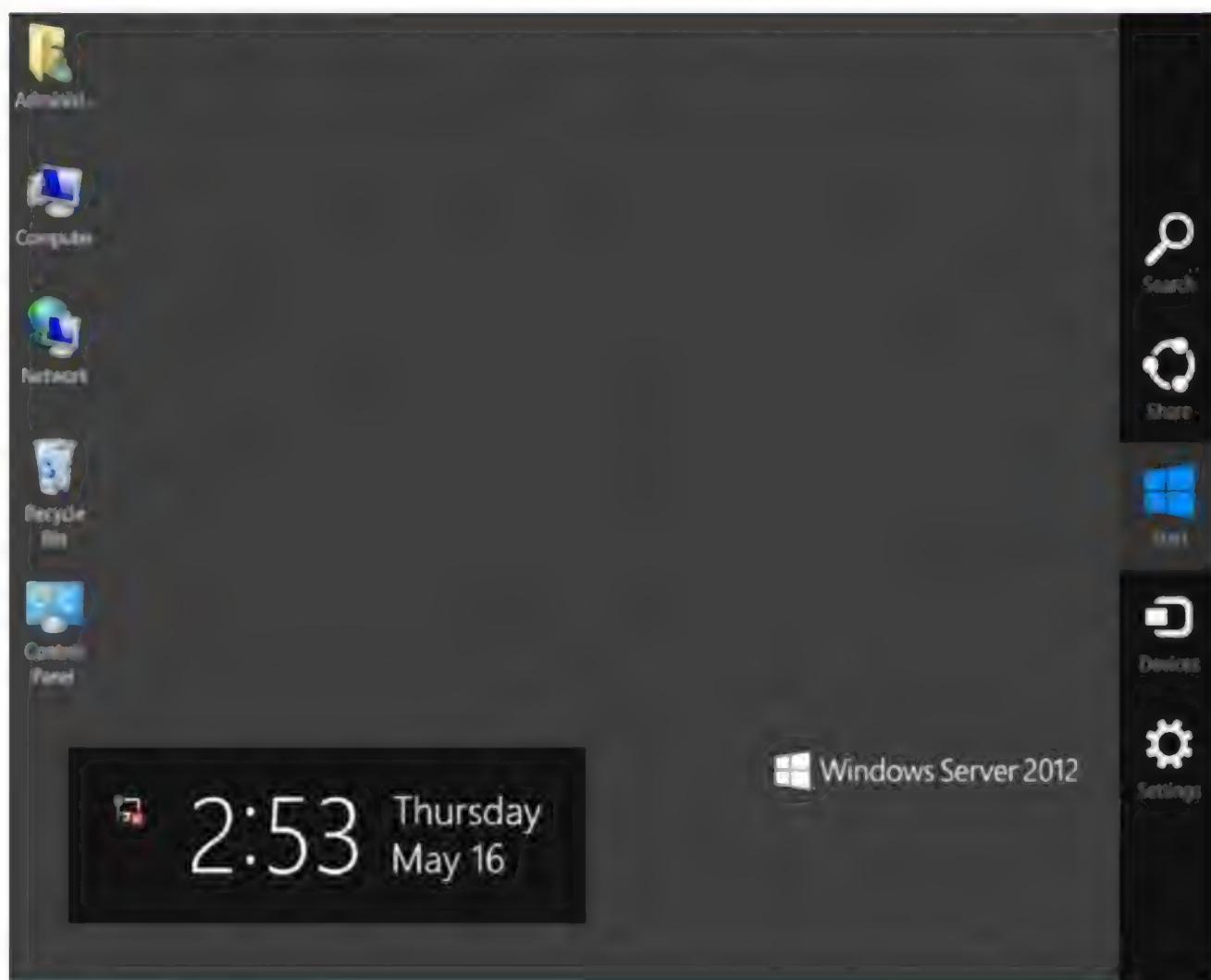
Subnet Mask 255.0.0.0

Preferred DNS 10.0.0.1

Preferred DNS 10.0.0.1

Steps:

- Start



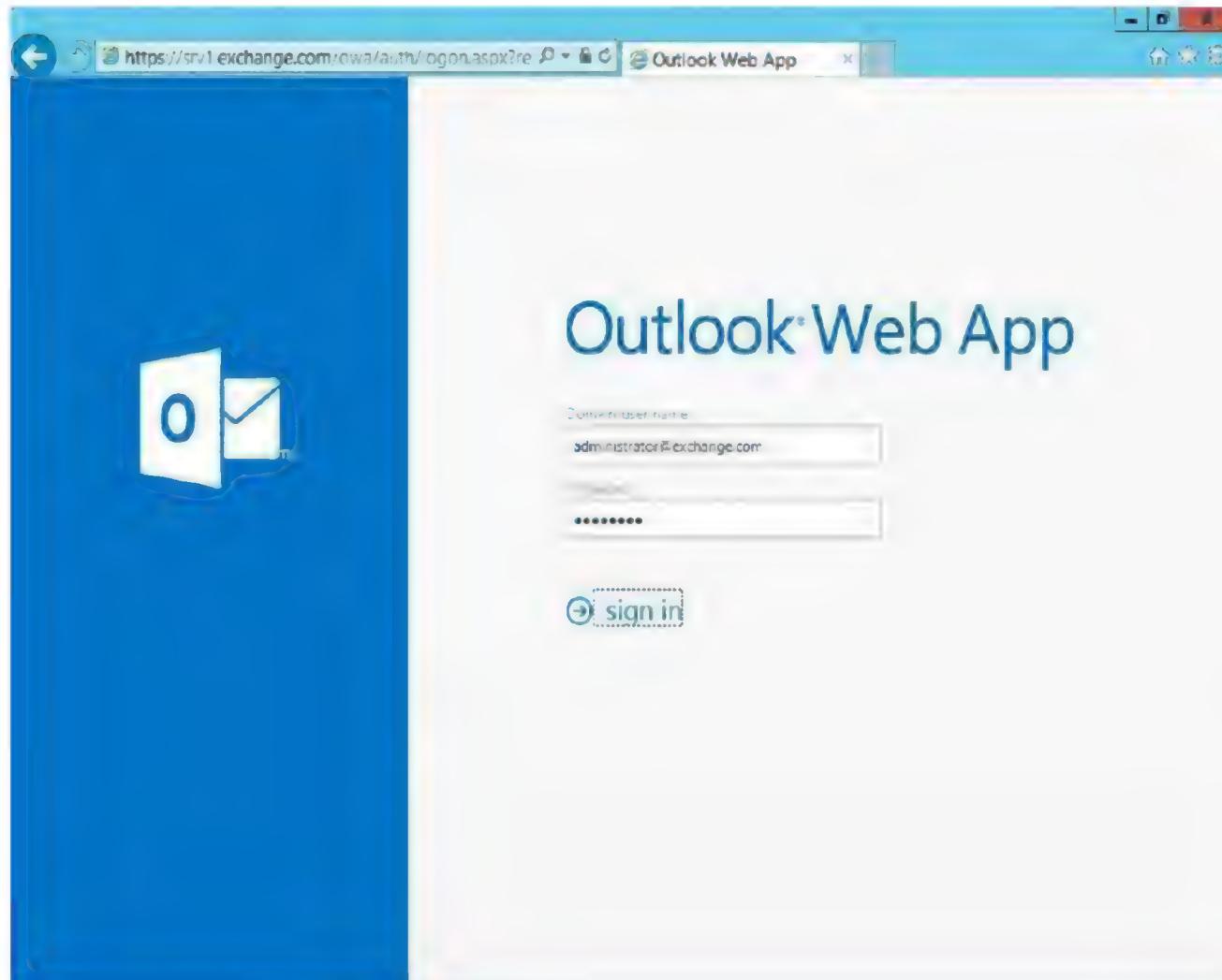
- Open Internet Explorer



- Enter the address **https://FullyQualified Domain Name / Virtual Directory Name**
(Ex: https://srv1.exchange.com/ecp)



- Enter User Name and Password→click sign in



- In Exchange Admin Center→select Permissions→select Outlook Web App Policies Roles tab→click New

The screenshot shows the Exchange Admin Center interface. On the left, there's a navigation pane with various links like Recipients, Permissions, Compliance management, Organization, Protection, Mail flow, Mobile, Public folders, Unified messaging, and Servers. The 'Permissions' link is currently selected. On the right, under 'Outlook Web App policies', a table lists a single row named 'Default' with the last modified date as '9/5/2013 1:00 PM'. Below the table, the 'Default' policy is expanded, showing its configuration. It includes sections for 'Enabled Features' (Communication management, Information management, Security), each with a list of checked options.

- Enter Policy Name (Ex:-User1 Web App Policy)→Uncheck the box Change Password→click Save

The screenshot shows the 'new Outlook Web App mailbox policy' dialog box. It has fields for 'Policy name' (set to 'user1 web app policy'), 'Communication management' (with 'Text messaging' unchecked), 'Information management' (with 'Public Folders' and 'Journaling' checked), 'Security' (with 'Change password' checked and a note about it being enabled for password changes via the Outlook Web App Options), 'User experience' (with 'Themes' and 'Premium client' checked), and 'More options...'. At the bottom, there are 'Save' and 'Cancel' buttons, and a zoom control set to 100%.

- Select Recipients → Select the user (Ex:-User1) → Click Edit

The screenshot shows the Exchange admin center interface. On the left, there's a navigation menu with items like recipients, permissions, compliance management, organization, protection, mail flow, mobile, public folders, unified messaging, servers, and hybrid. The 'recipients' item is selected. In the main area, there's a table with columns: DISPLAY NAME, MA_BOX_TYPE, EMAIL ADDRESS, and DATABASE. There are four entries: Administrator (User, Administrator@exchange.com, Mailbox Database 1298...), user1 (User, user1@exchange.com, Sales Database...), user2 (User, user2@exchange.com, Mailbox Database 1298...), and user3 (User, user3@exchange.com, Mailbox Database 1298...). The row for 'user1' is selected. To the right of the table, there's a detailed view for 'user1'. It shows basic information: User mailbox (user1@exchange.com), Title (Office), and Work phone. Below that are sections for Phone and Voice Features (Unified Messaging: Disabled, Enable), Mobile Devices (Disable Exchange ActiveSync, View details), In-Place Archive (Archiving: Disabled, Enable), and In-Place Hold (User is not under hold). At the bottom, there's a URL bar with the address https://srv1.exchange.com/ecp/UsersGroups/Mailboxes.slab?showhelp=false&.

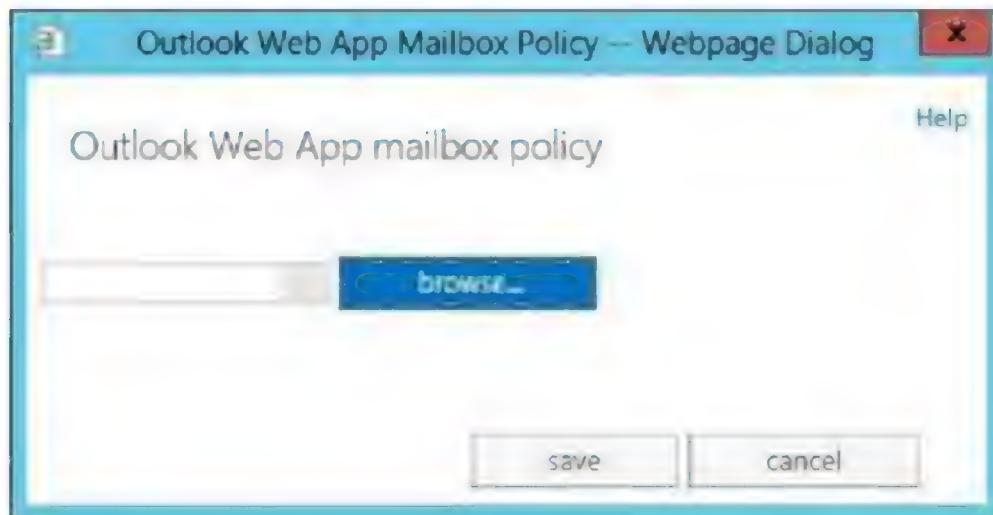
- Select Mailbox Features → Click View Details in Email Connectivity

The screenshot shows a modal dialog box for 'user1' with the title 'Mailbox Features'. On the left, there's a sidebar with links: general, mailbox usage, contact information, organization, email address, mailbox features (which is expanded), member of, MailTip, and mailbox delegation. The main area contains several dropdown menus and sections:

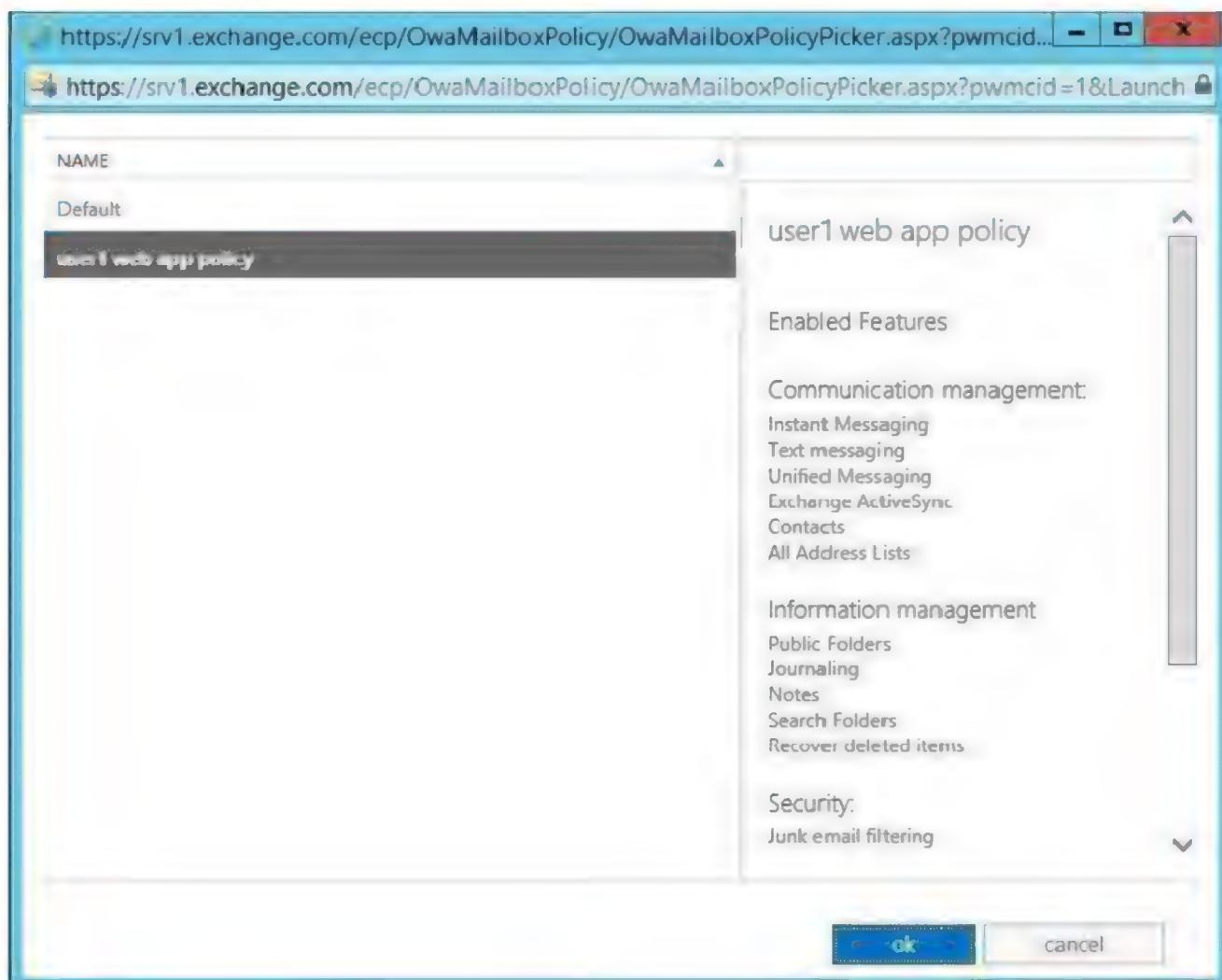
- General: Default Sharing Policy (dropdown menu)
- Role assignment policy: Default Role Assignment Policy (dropdown menu)
- Retention policy: [No Policy] (dropdown menu)
- Address book policy: [No Policy] (dropdown menu)
- Phone and Voice Features: Unified Messaging: Disabled (with 'Enable' link)
- Mobile Devices: Disable Exchange ActiveSync (with 'View details' link)
- Email Connectivity: Outlook Web App: Enabled (with 'Disable' and 'View details' links)

 At the bottom right are 'save' and 'cancel' buttons. A JavaScript footer at the bottom of the dialog box reads: javascript:_doPostBack('ctl00\$ctl00\$ResultPanePlaceHolder\$Mailbox\$MailboxFeatures\$cc', '100%').

- Click **Browse**



- Select **User Web App Policy**→Click **Ok**



- Click Save



- Click Save

The screenshot shows the Microsoft Exchange Admin Center interface for managing a mailbox. The URL in the address bar is <https://srv1.exchange.com/?pwmcid=3&ReturnObjectType=1&id=6ff3ad9e-10cf-4fbe-9...>. On the left, a navigation tree shows "user1" and several sections: general, mailbox usage, contact information, organization, email address, mailbox features (which is expanded), member of, MailTip, and mailbox delegation. The "mailbox features" section contains the following settings:

- Phone and Voice Features: Unified Messaging: Disabled (Enable)
- Mobile Devices: Disable Exchange ActiveSync (View details)
- Email Connectivity: Outlook Web App: Enabled (Disable | View details)
- IMAP: Enabled (Disable)
- POP3: Enabled (Disable)
- MAPI: Enabled (Disable)

At the bottom of the page, there is a "Litigation hold: Disabled" status. At the very bottom, there is a "javascript:_doPostBack('ctl00\$ctl00\$ResultPanePlaceHolder\$Mailbox\$MailboxFeatures\$cc', '100%')". The "SAVE" button is located at the bottom right of the main content area.

Verification:

- Login as **User1** in ECP & verify **Change Password** option is disabled

The screenshot shows the Microsoft Exchange ECP (Exchange Control Panel) interface. The URL in the browser is https://sv1/exchange.com/ecp/. The main title bar says "my account - Outlook...". On the left, there's a sidebar with "options" and "my account" tabs. Under "options", there are links for account, organize email, groups, site mailboxes, settings, phone, and apps. Under "my account", there's a "Photo" section with a placeholder image, a "General" section showing "Display name: user1" and "Email address: user1@exchange.com", and a "Mailbox Usage" section indicating "73.89 KB used. At 2 GB you won't be able to send mail.". To the right, there's a "shortcuts to other things yo..." section with links for automatic reply, mobile device connection, and connecting Outlook.

Lab – 18: Configuring Transport Rules

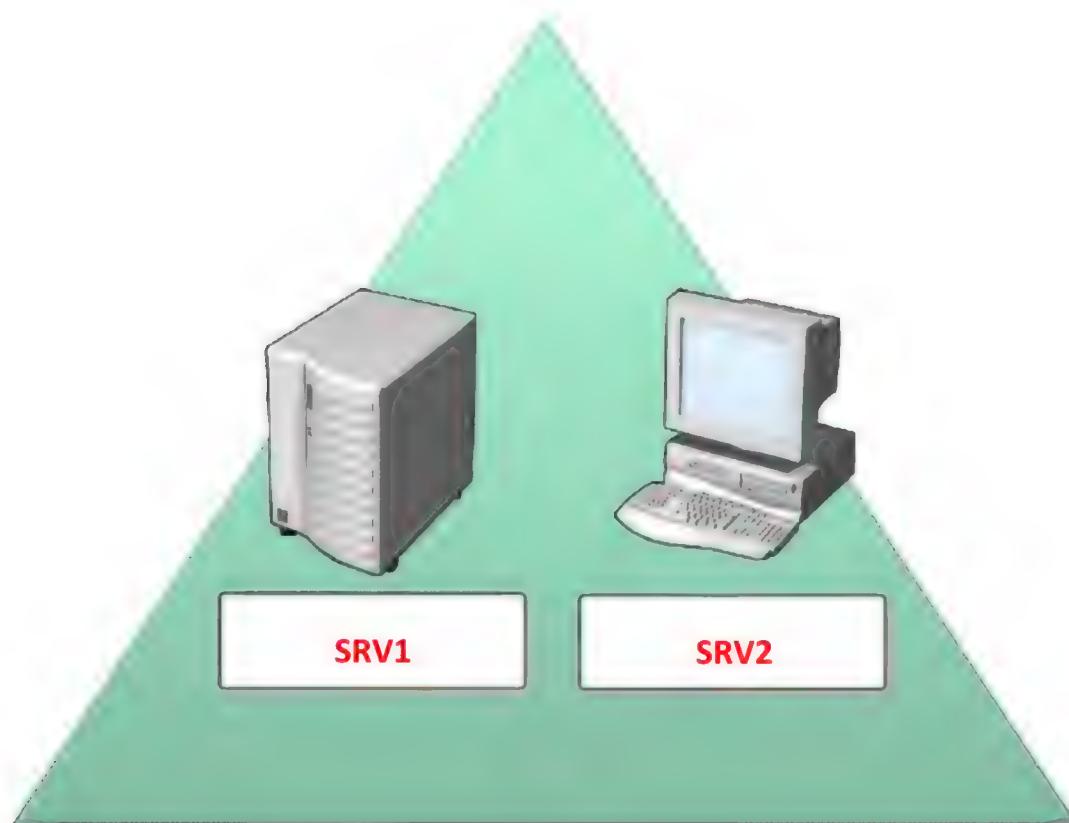
Objective: To track user emails for monitoring

Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.
- A computer running Windows 7.

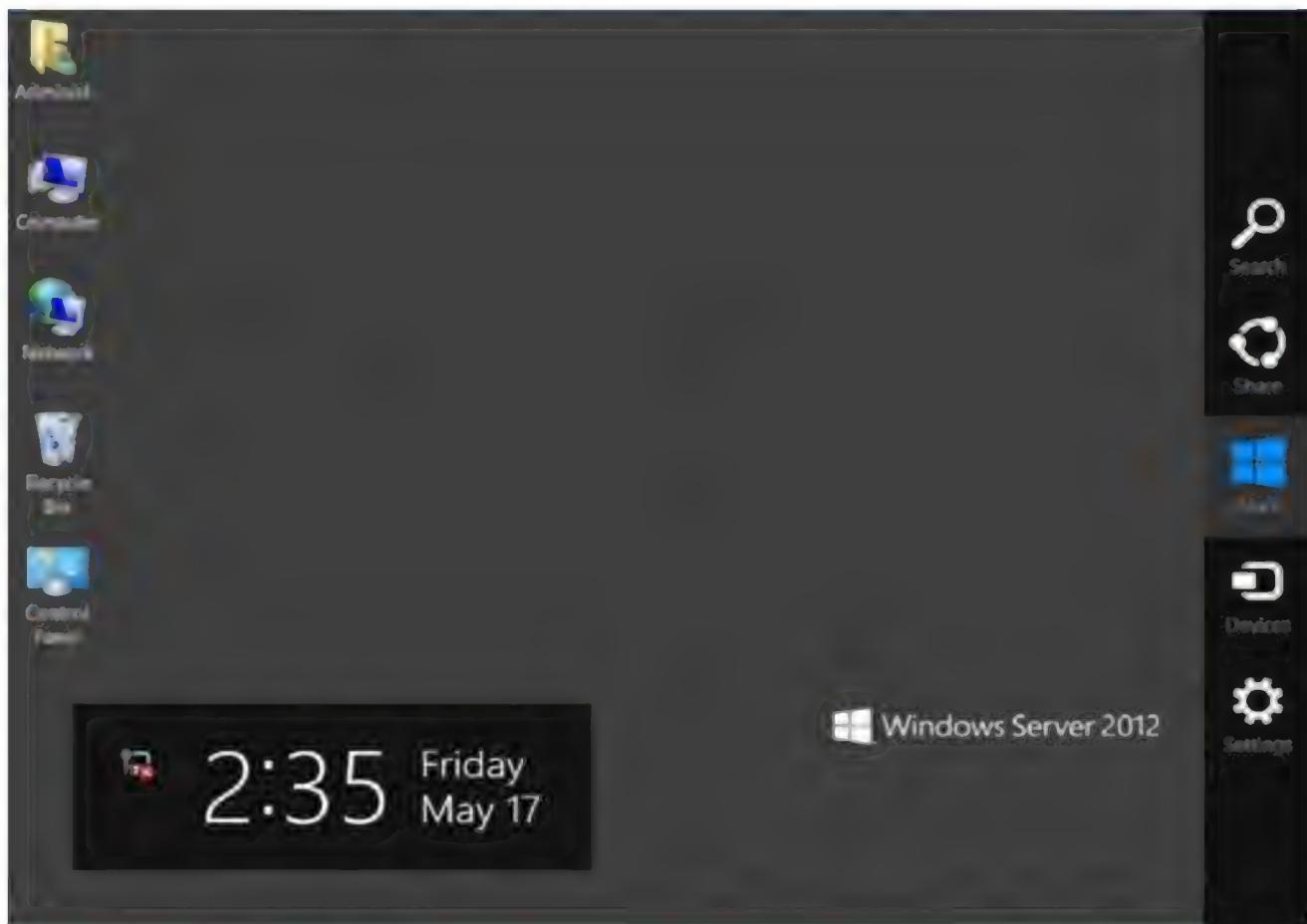
Topology:



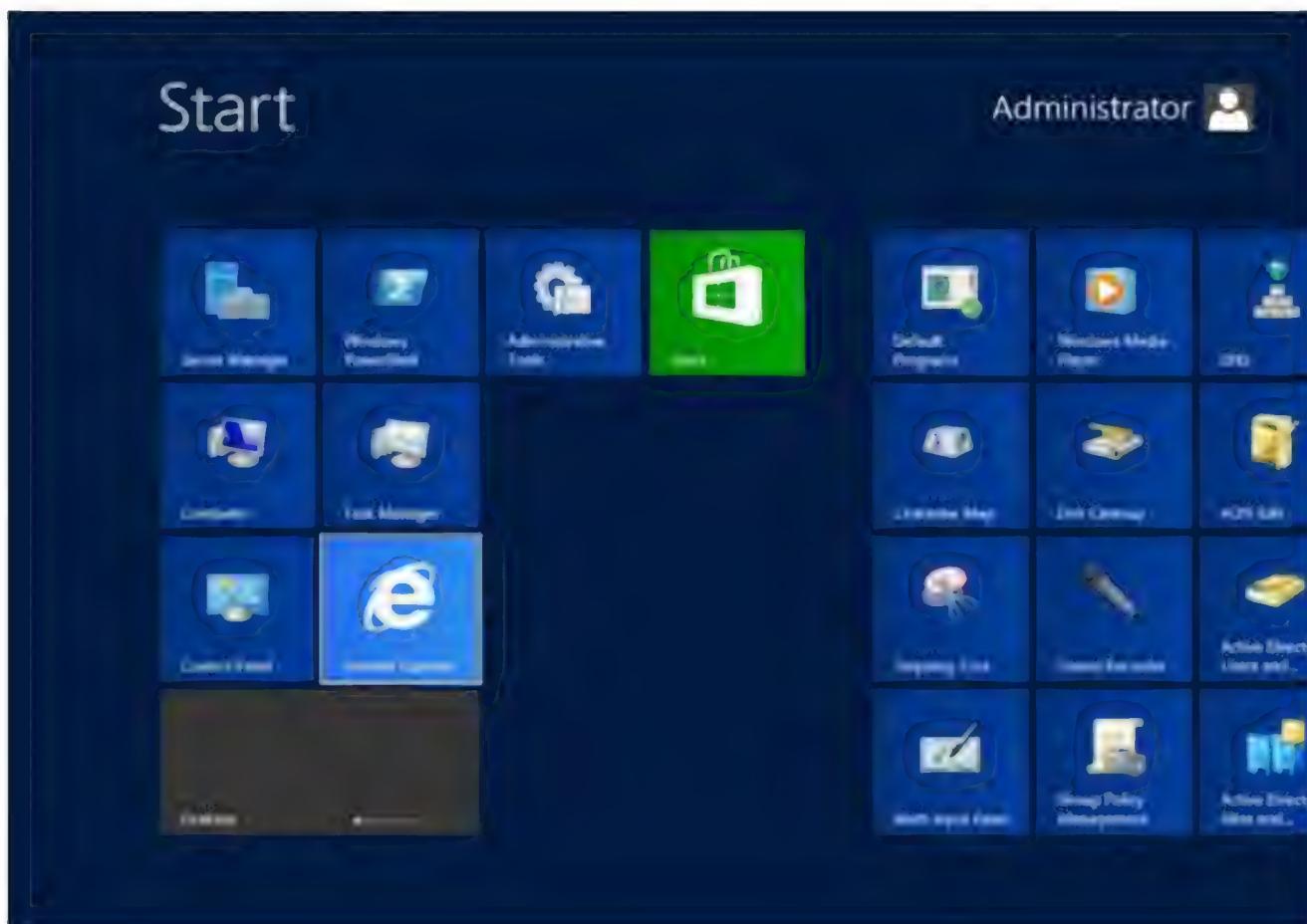
SRV1		SRV2	
Domain Controller		Client	
IP Address	10.0.0.1	IP Address	10.0.0.2
Subnet Mask	255.0.0.0	Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1	Preferred DNS	10.0.0.1

Steps:

● Start



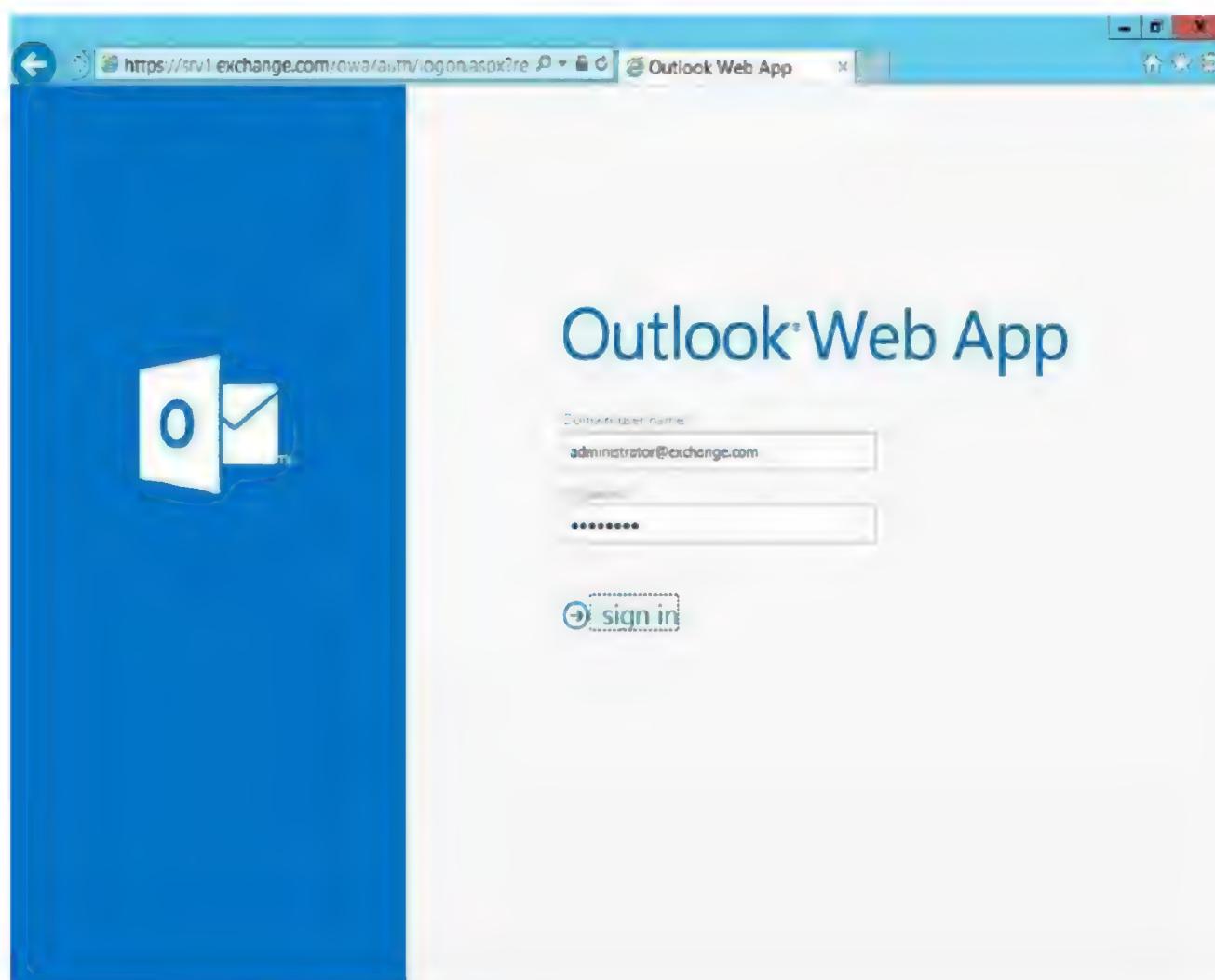
- Open Internet Explorer



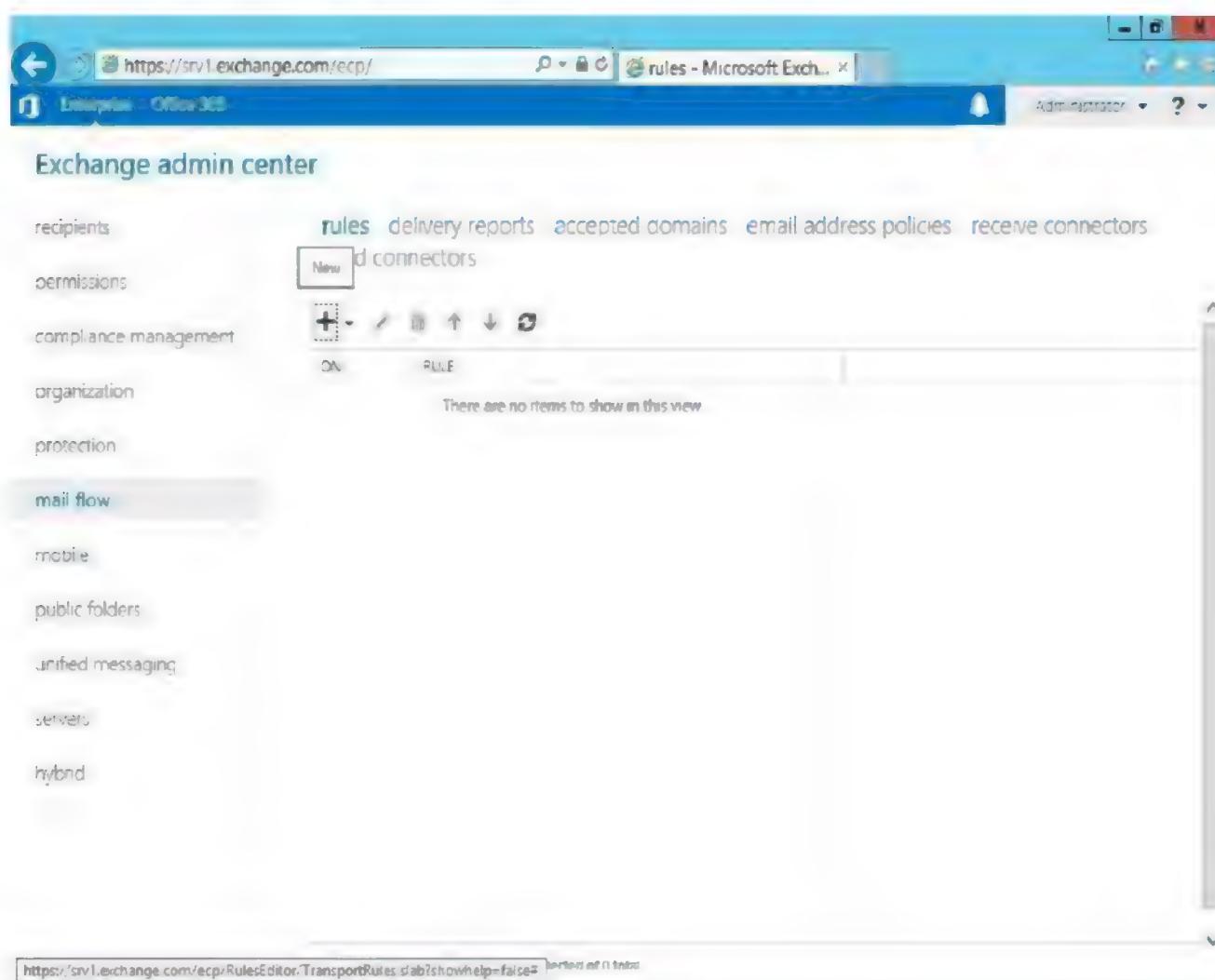
- Enter the address **https://FullyQualified Domain Name / Virtual Directory Name**
(Ex: https://srv1.exchange.com/ecp)



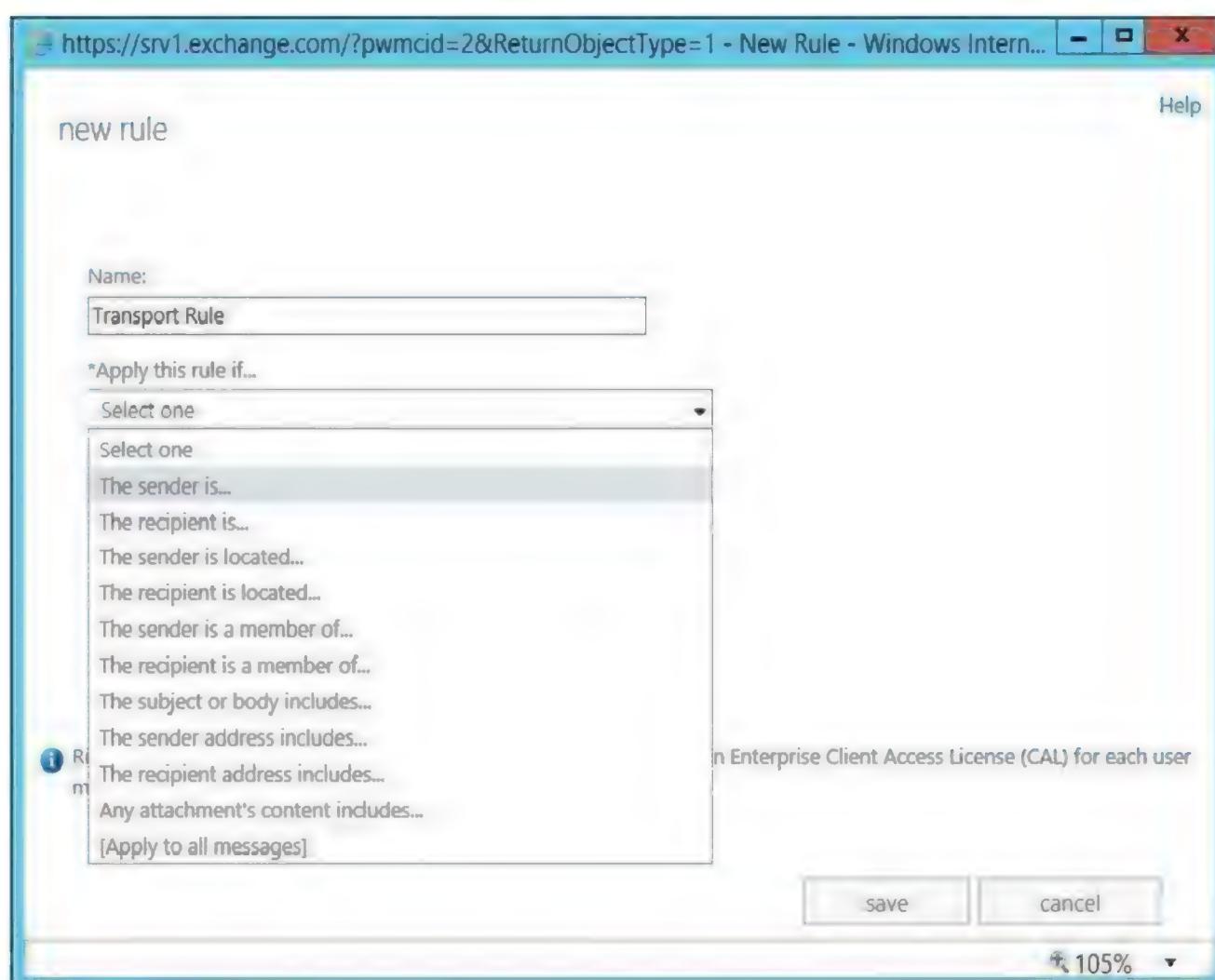
- Enter User Name and Password→click **Sign In**



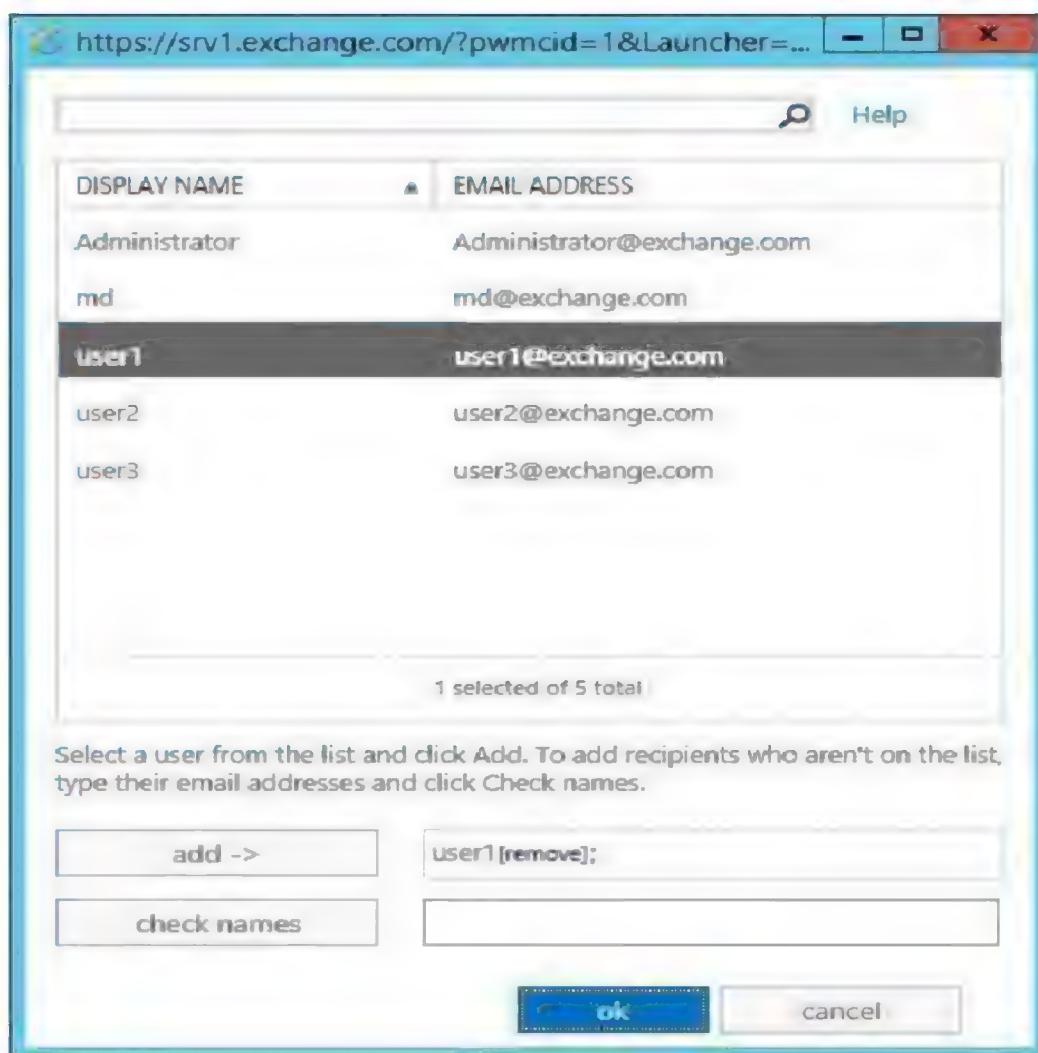
- In EAC→select Mail flow→select Rules→click New (+)



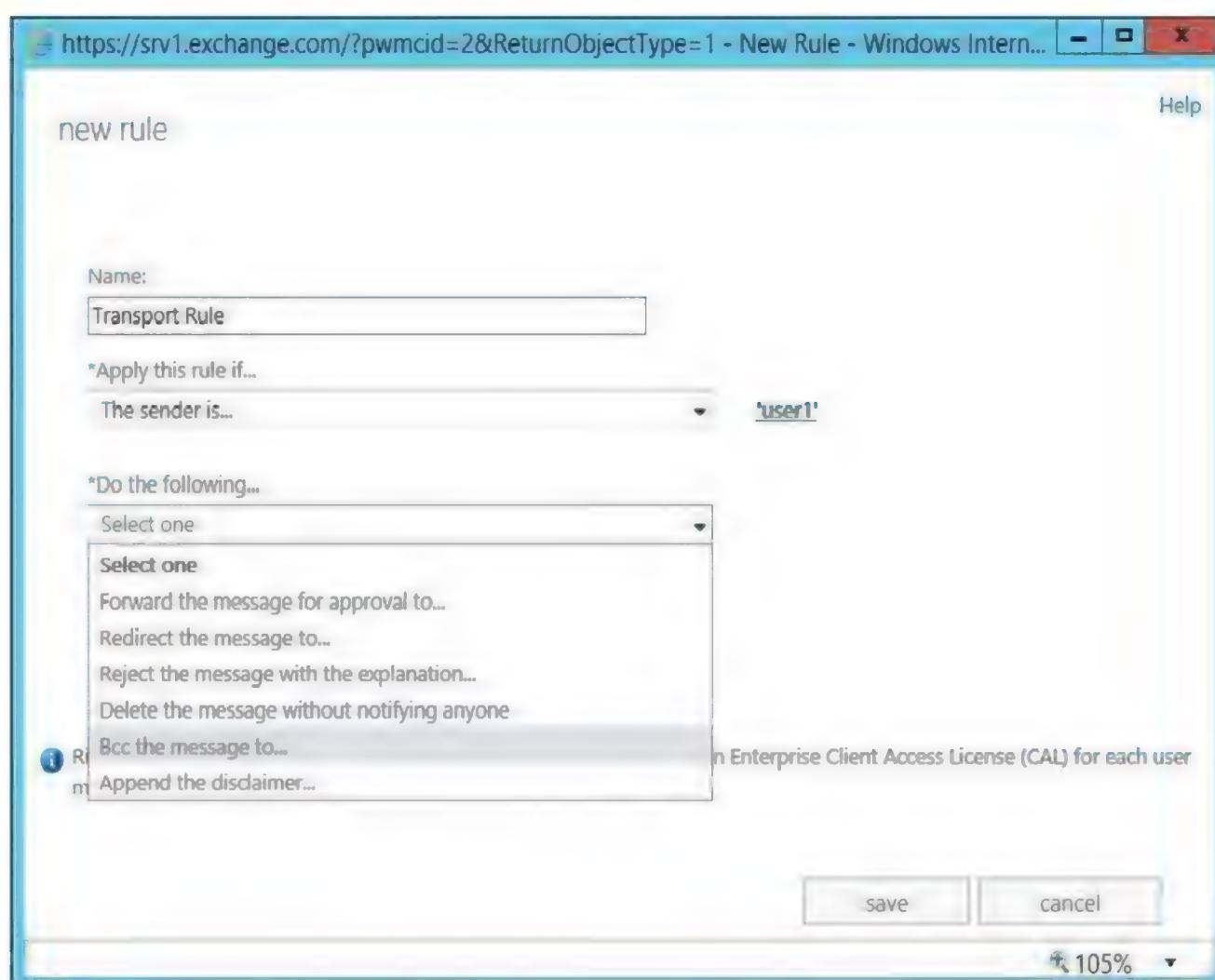
- Enter Name (Ex: Transport Rule)→in Apply this rule if, expand it→select The Sender is



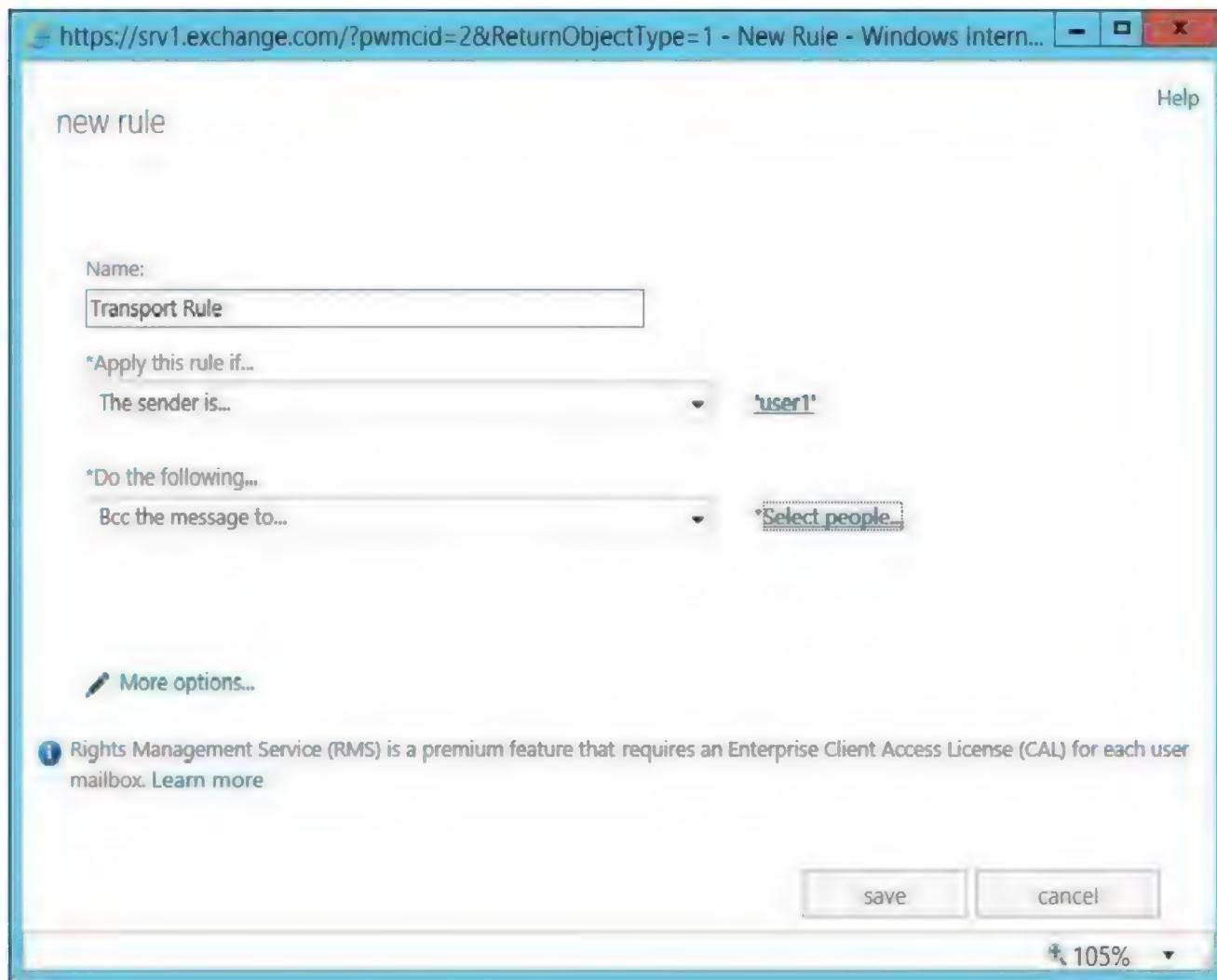
- Select Users (Ex: User1)→click Add→click Ok



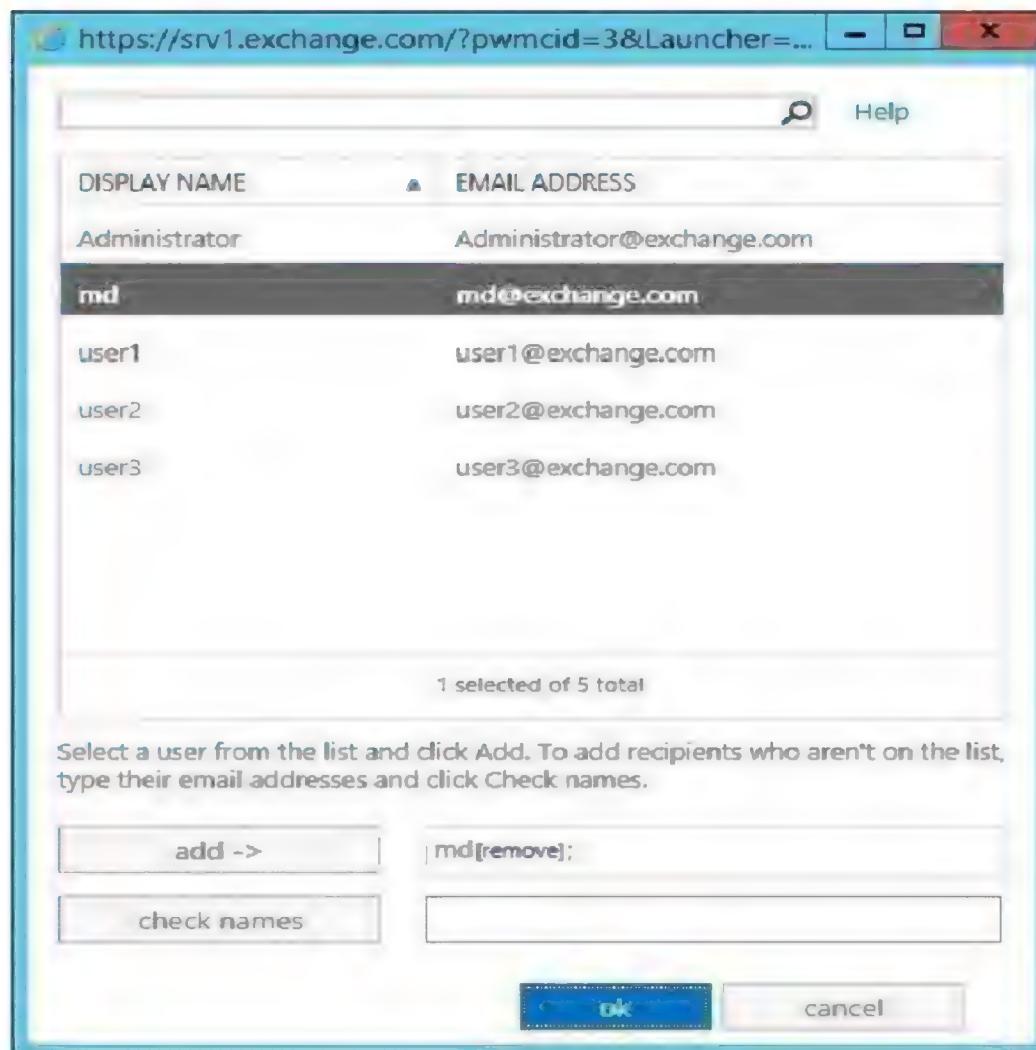
- In Do the following, expand it→select BCC the message to



- Click **Select People**

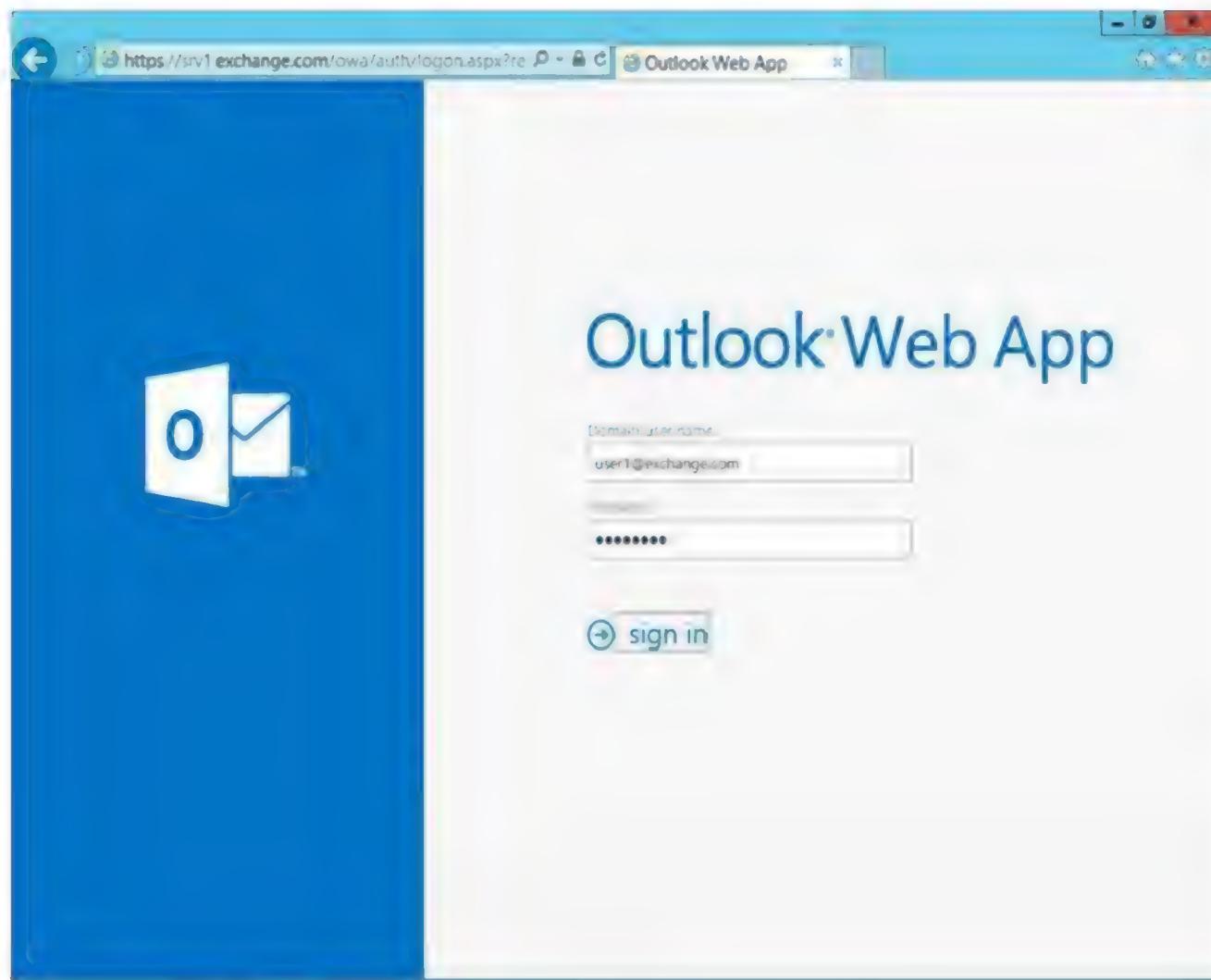


- Select User (Ex: MD) → click **Add** → click **OK** → click **Save**

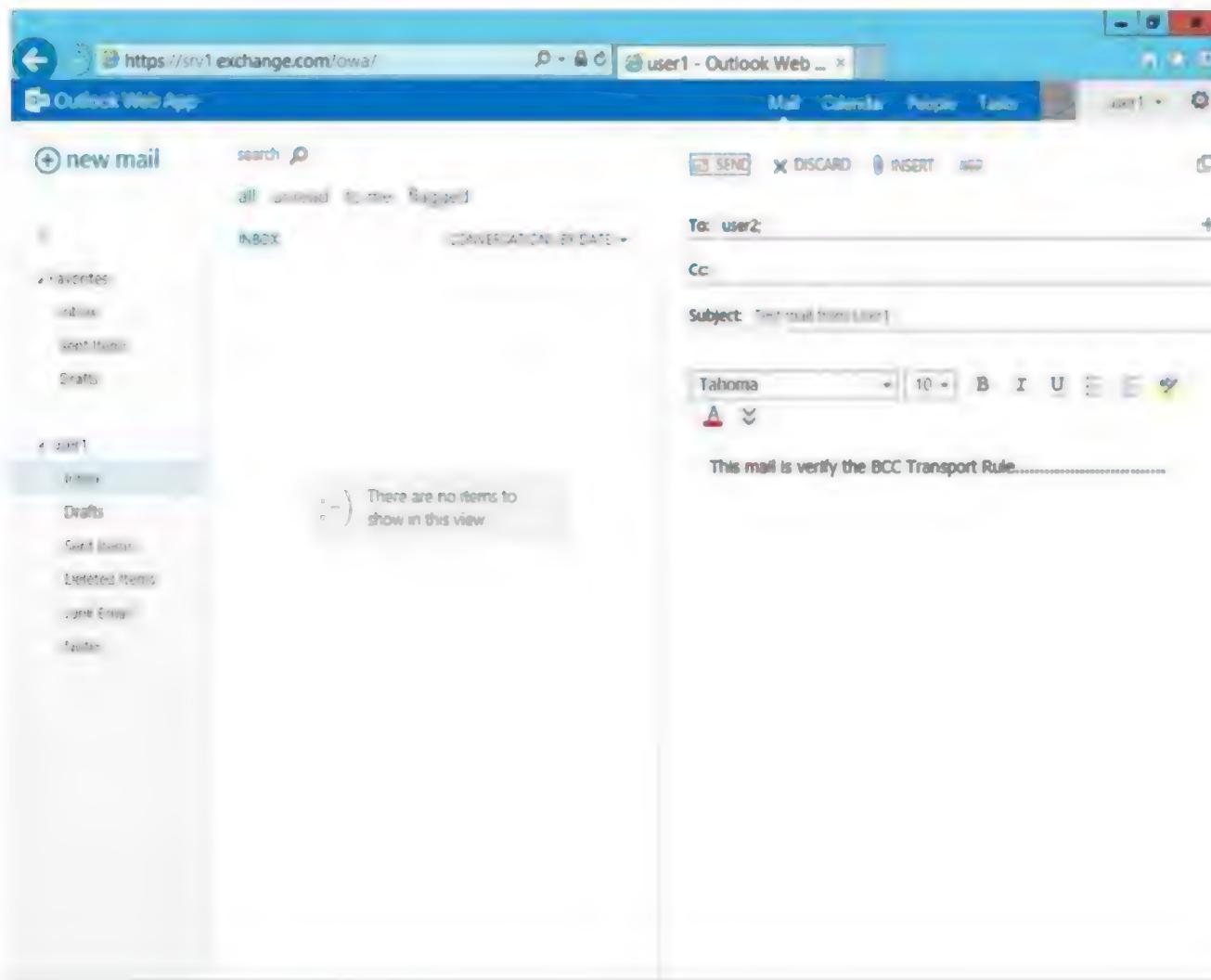


Verification:

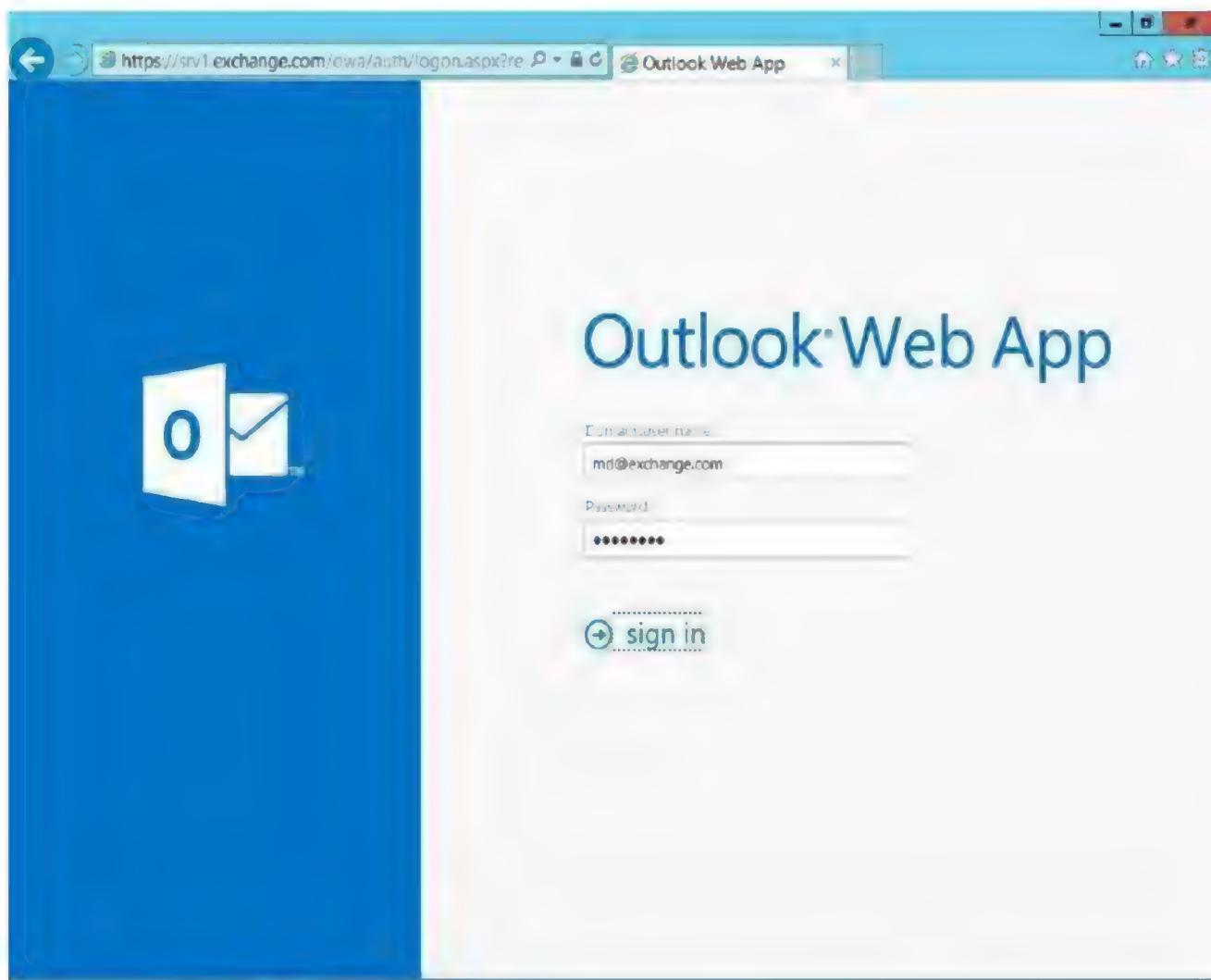
- Login as user (Ex: **user1**)



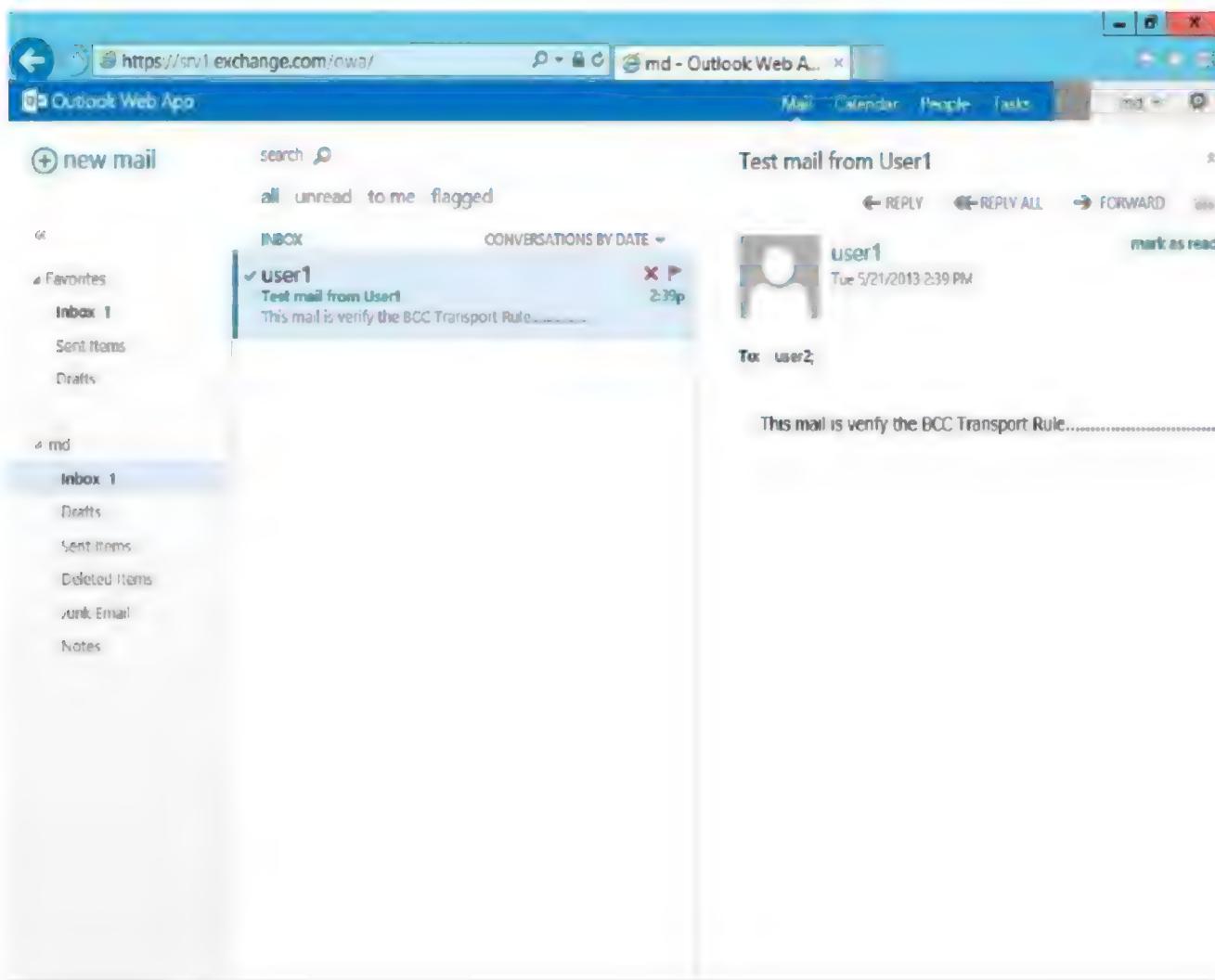
- Click **New mail**→send a message to **User2**



- Log in as to the mailbox of MD



- Verify for the mail sent by **User1** only to **User2** automatically received by **MD**.



Lab – 19: Creating Delivery Reports

Objective:

To track the user's deleted emails for monitoring

Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.
- A computer running Windows 7.

Topology:**SRV1****SRV2****Domain Controller****Client**

IP Address 10.0.0.1

IP Address 10.0.0.2

Subnet Mask 255.0.0.0

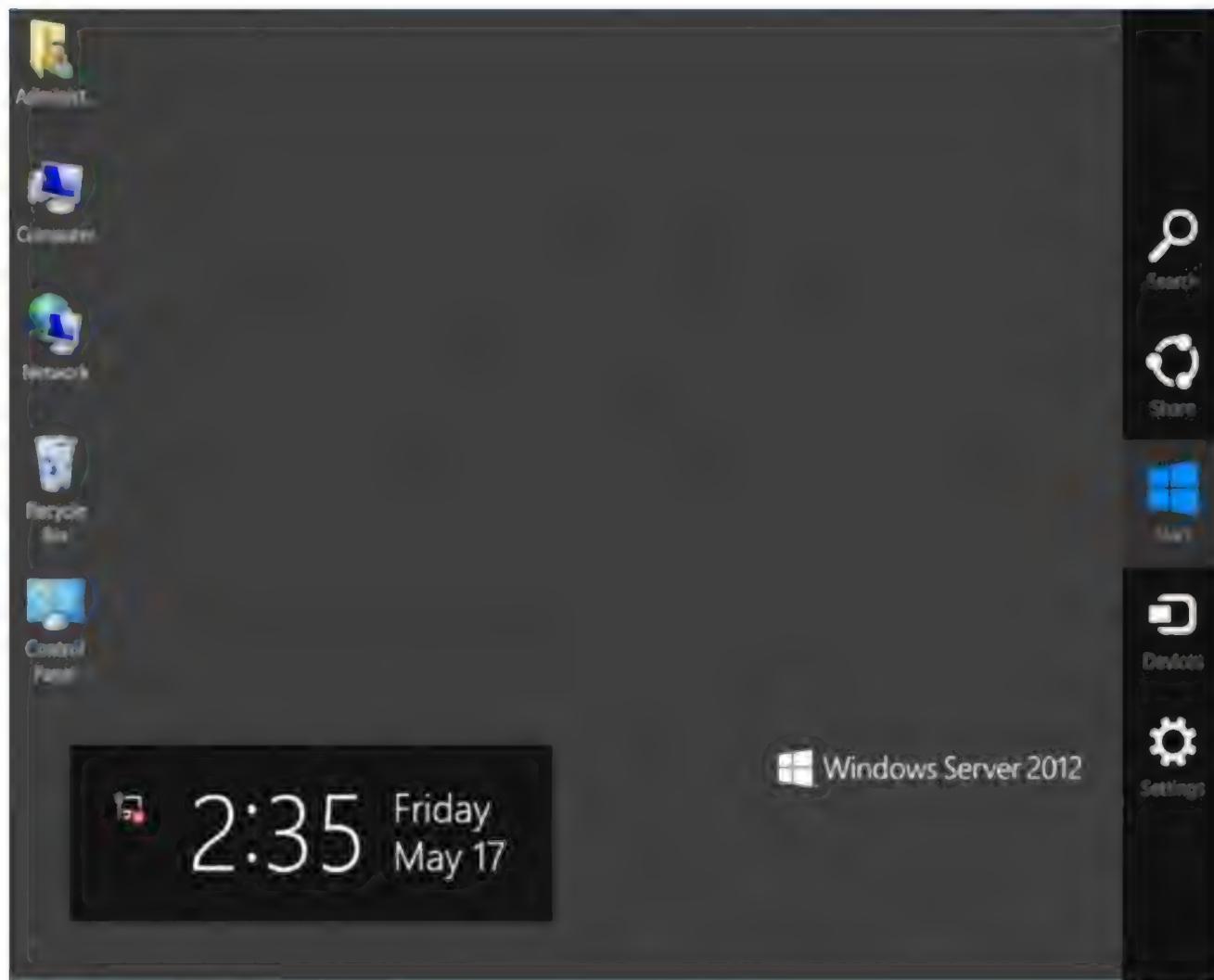
Subnet Mask 255.0.0.0

Preferred DNS 10.0.0.1

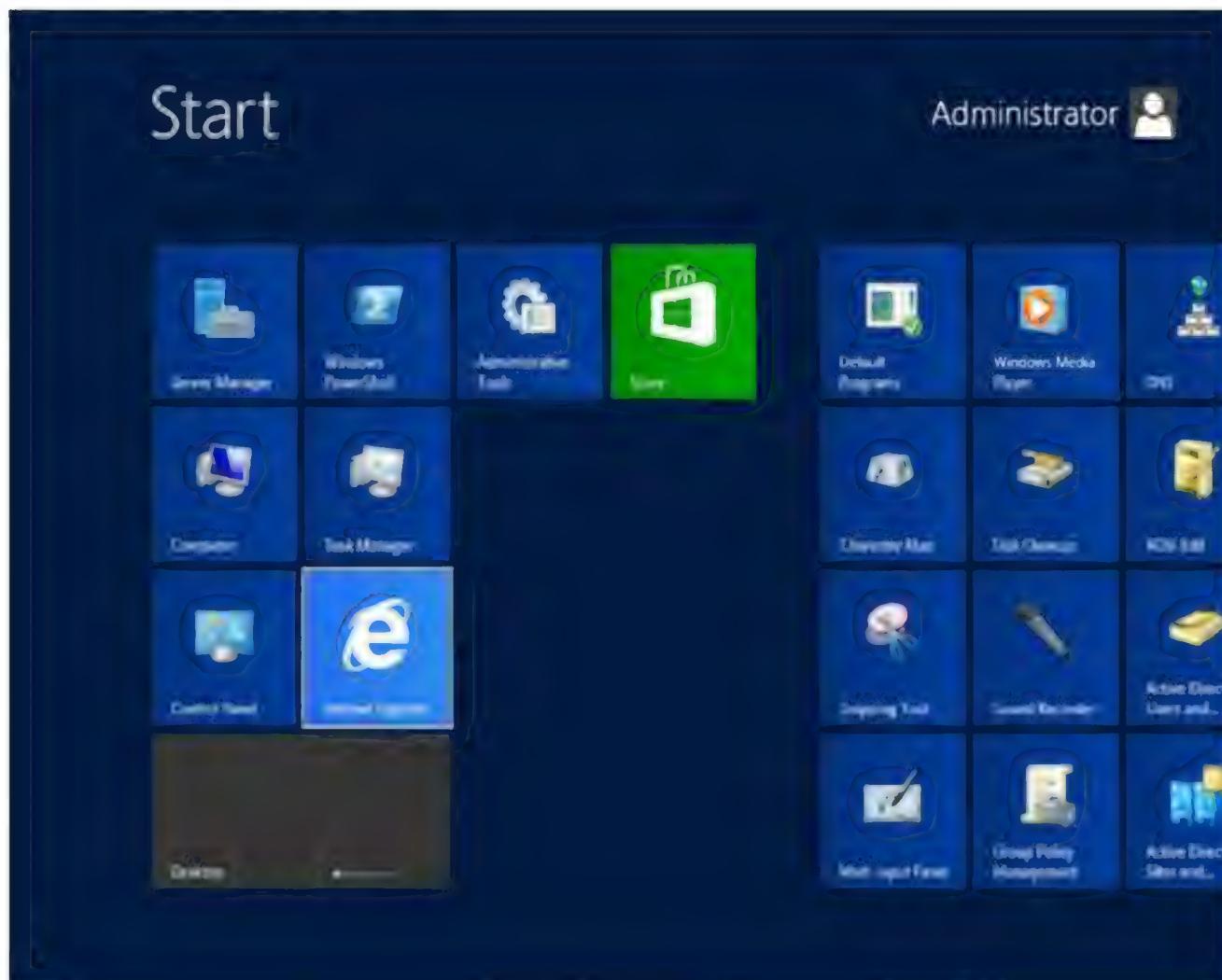
Preferred DNS 10.0.0.1

Steps:

- Start



- Open Internet Explorer

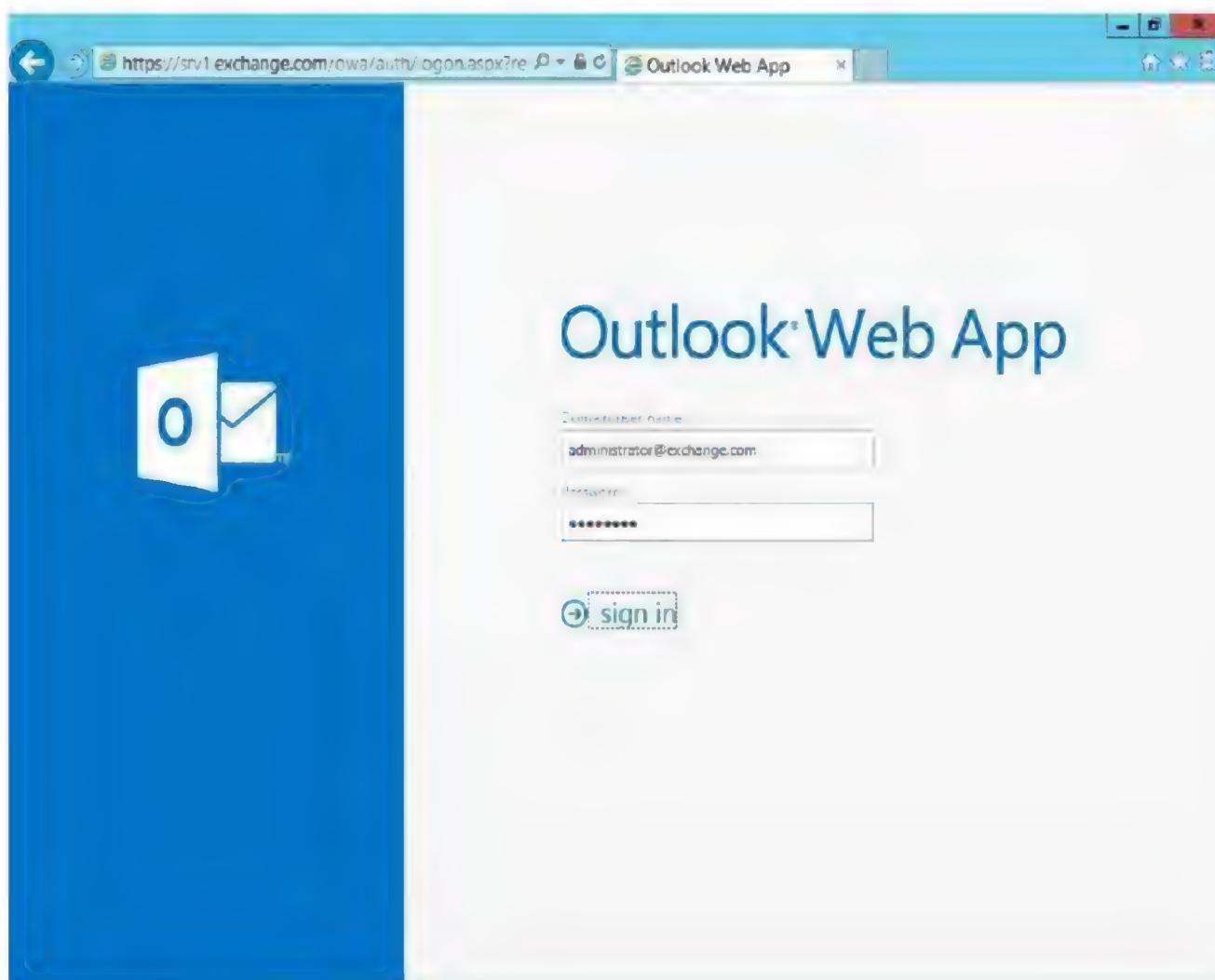


- Enter the address <https://FullyQualified Domain Name / Virtual Directory Name>

(Ex: <https://srv1.exchange.com/ecp>)



- Enter User Name and Password→click sign in



- In EAC→select Mail flow→select Delivery reports→click Browse

The screenshot shows the Exchange Admin Center interface. The left sidebar has 'mail flow' selected. The main area shows search fields for delivery reports, including 'Mailbox to search:' with a 'browse...' button, 'Search for messages sent to:' with a 'select users...' button, and 'Search for messages received from:' with a 'select a user...' button. A callout box points to the 'browse...' button with the text: 'Make sure you select a mailbox to search for delivery information about messages sent to or from this person.' Below these fields are search filters for 'Search results:' (From, To, Subject, Sent Time) and a search bar with 'search' and 'clear' buttons. A message at the bottom states 'There are no items to show in this view. 0 selected of 0 total'.

- Select user (Ex: User1)→click Ok

This screenshot shows a user selection dialog box. It lists users with their display name and email address. The user 'user1' is highlighted with a dark blue background. At the bottom are 'ok' and 'cancel' buttons.

DISPLAY NAME	EMAIL ADDRESS
Administrator	Administrator@exchange.com
md	md@exchange.com
user1	user1@exchange.com
user2	user2@exchange.com
user3	user3@exchange.com

- Click Select Users

The screenshot shows the Exchange admin center interface. On the left, there's a navigation menu with items like recipients, rules, permissions, compliance management, organization, protection, mail flow, mobile, public folders, unified messaging, servers, and hybrid. The 'rules' item is currently selected. In the main pane, under 'mail flow', there's a 'delivery reports' section. It includes fields for 'Mailbox to search' (with 'user1' typed in), 'Search for messages sent to' (with a radio button selected for 'select users...', which has a callout box explaining its function), 'Search for messages received from' (with a radio button selected for 'select a user'), and 'Search for these words in the subject line' (with an empty input field). Below these fields is a 'Search results' table with columns: FROM, TO, SUBJECT, and SENT TIME. A message at the bottom of the table says 'There are no items to show in this view.' At the bottom of the screen, there's a status bar with '0 selected of 0 total'.

- Select user (Ex: User2)→click Add→Click Ok

This screenshot shows a user selection dialog box. It lists five users in a table format:

DISPLAY NAME	EMAIL ADDRESS
Administrator	Administrator@exchange.com
md	md@exchange.com
user1	user1@exchange.com
user2	user2@exchange.com
user3	user3@exchange.com

Below the table, it says '1 selected of 5 total'. At the bottom, there's a note: 'Select a user from the list and click Add. To add recipients who aren't on the list, type their email addresses and click Check names.' There are buttons for 'add ->', 'check names', 'ok', and 'cancel'.

- Click Search

Exchange admin center

rules **delivery reports** accepted domains email address policies receive connectors
send connectors

Search for delivery information about messages sent to or from a specific person. You can narrow the search to messages with certain keywords in the subject.

*Mailbox to search: user1

Search for messages sent to:
 user2

Search for messages received from:

Search for these words in the subject line:

Search results:

FROM	TO	SUBJECT	SENT TIME
There are no items to show in this view.			

0 selected of 0 total

- Verify the messages sent by User1

Exchange admin center

rules **delivery reports** accepted domains email address policies receive connectors
send connectors

Search for delivery information about messages sent to or from a specific person. You can narrow the search to messages with certain keywords in the subject.

*Mailbox to search: user1

Search for messages sent to:
 user2

Search for messages received from:

Search for these words in the subject line:

Search results:

FROM	TO	SUBJECT	SENT TIME
user1	user2	Test mail from User1	5/21/2013 12:34 PM
user1	user2	Test mail	5/21/2013 12:34 PM
user1	user2	Test mail	5/21/2013 12:34 PM

1 selected of 3 total

<https://sr1.exchange.com/ecp/Reporting/DeliveryReports.slab?showhelp=false#>

Lab – 20: Creating a New Mailbox Database

Objective:

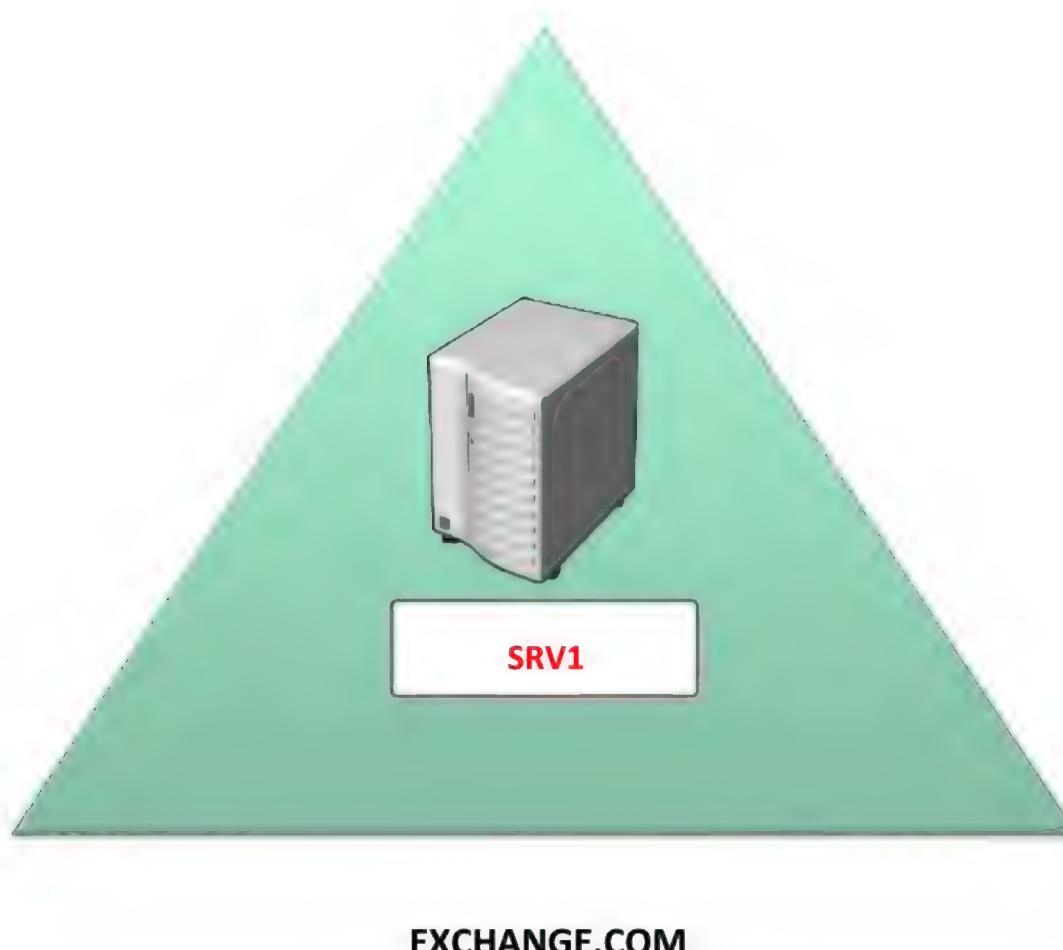
To manage Exchange Databases efficiently for each department

Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.

Topology:



SRV1

Domain Controller

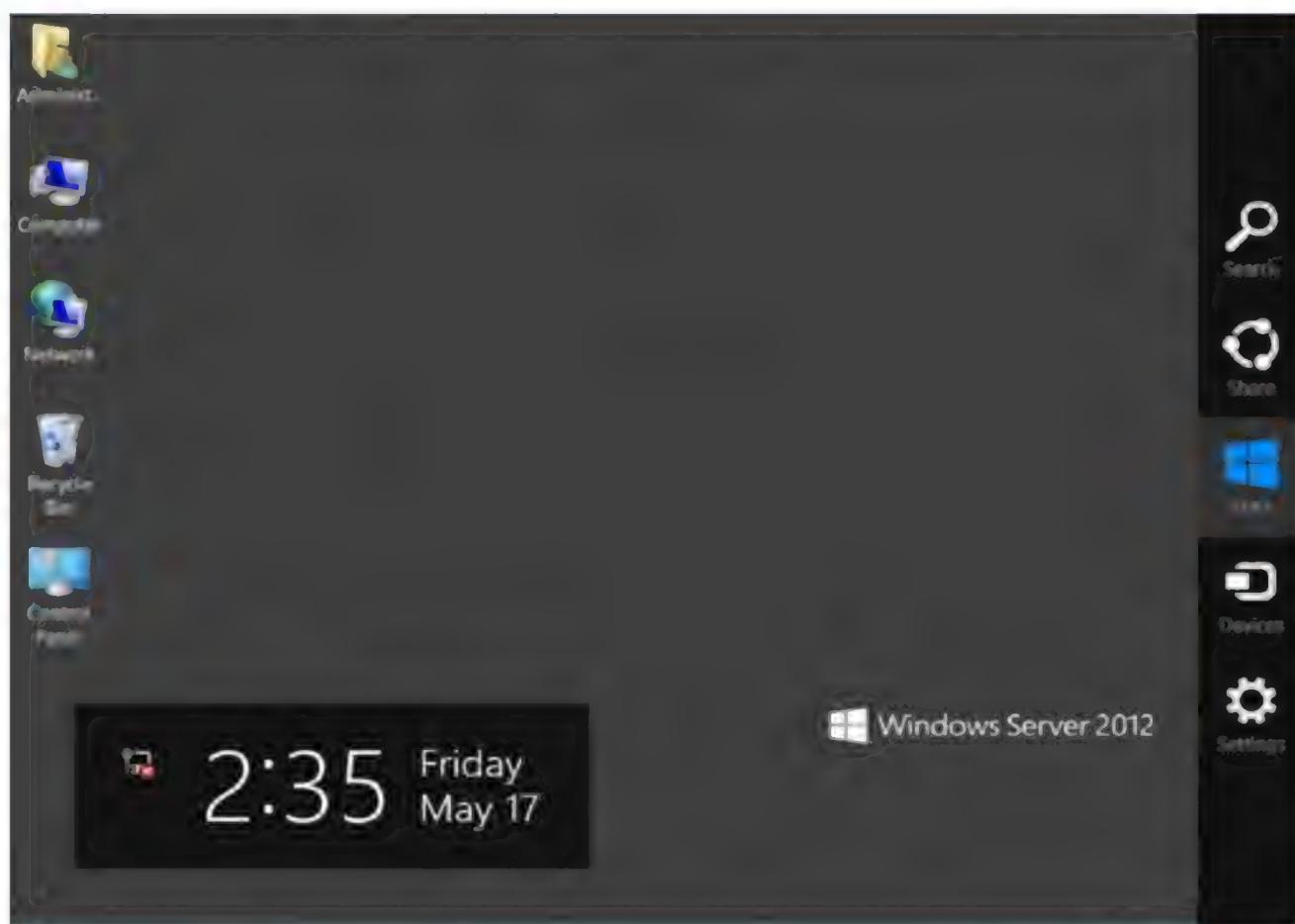
IP Address 10.0.0.1

Subnet Mask 255.0.0.0

Preferred DNS 10.0.0.1

Steps:

- Start



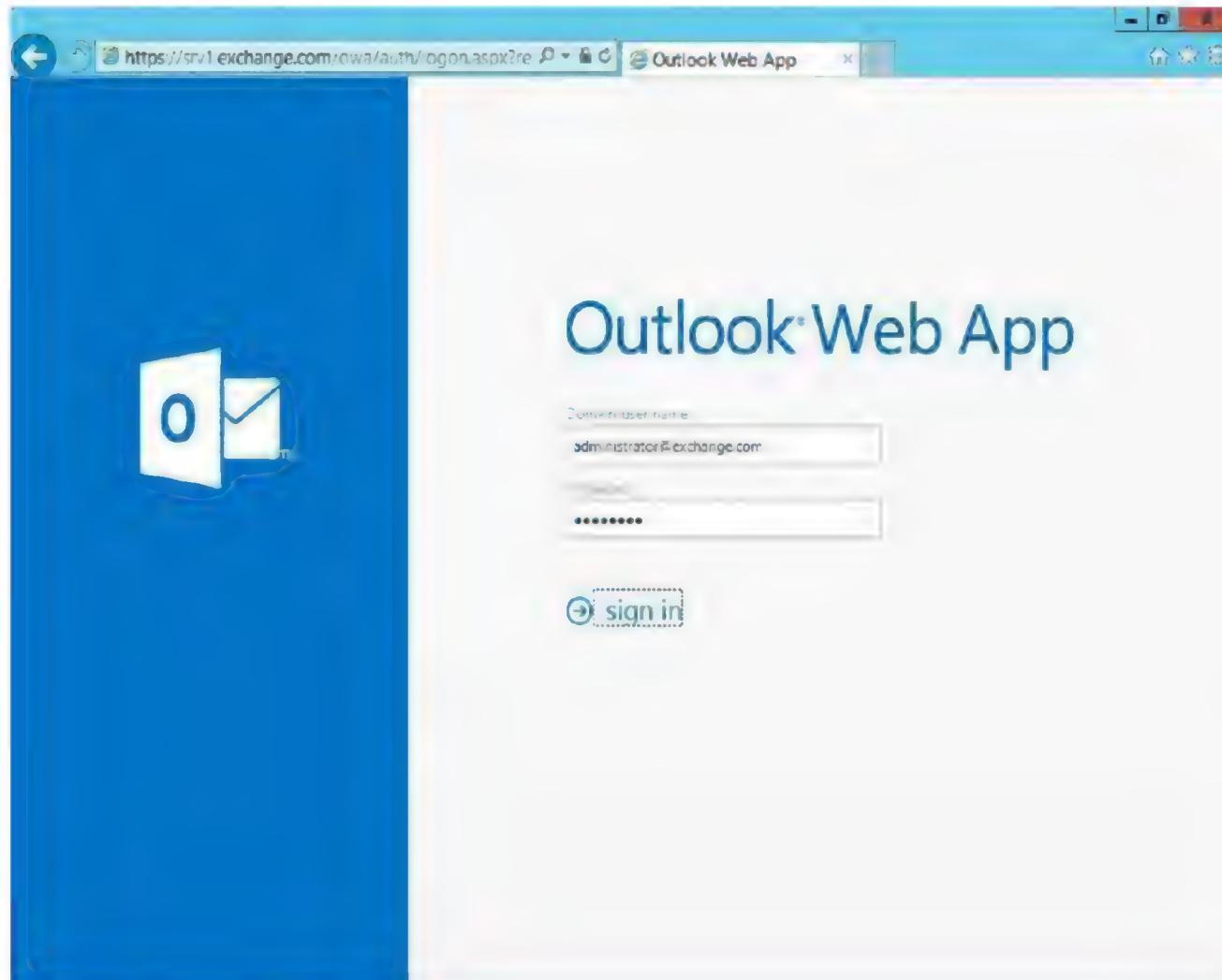
- Open Internet Explorer



- Enter the address **https://FullyQualified Domain Name / Virtual Directory Name**
(Ex: https://srv1.exchange.com/ecp)



- Enter User Name and Password→click sign in



- In Exchange Admin Center→select Servers

Exchange admin center

servers databases database availability groups virtual directories certificates

SRV1 Mailbox, Client Access Version 15.0 (Build 516.32)

SRV1

Mailbox, Client Access
Version 15.0 (Build 516.32)
Standard Trial Edition
Unlicensed
Enter Product Key

Selected 0 of 1 total

- Select Databases tab→click New (+)

Exchange admin center

New

Mailbox Database 1774511919 SRV1 SRV1 Mounted

Mailbox Database 1774511919

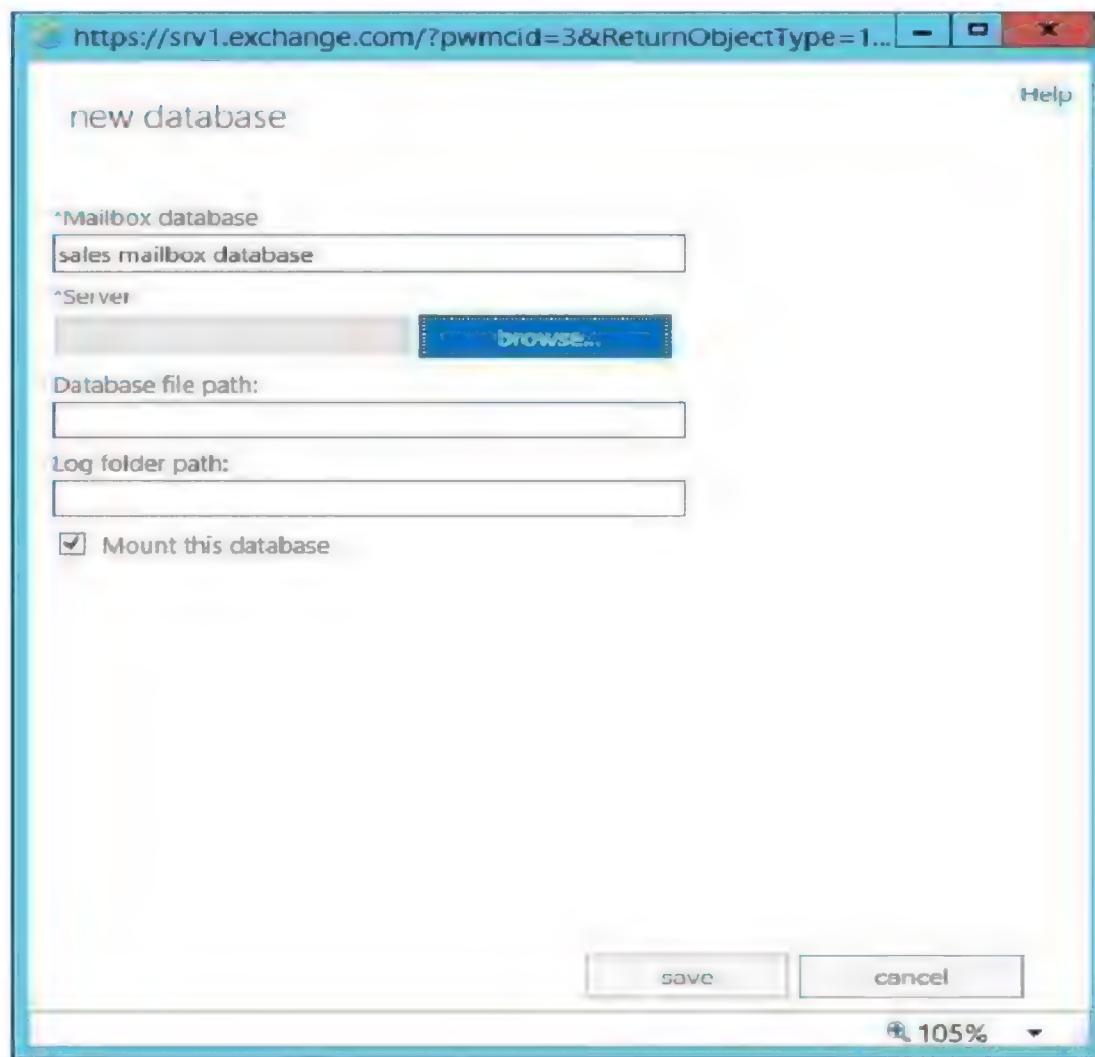
Servers
SRV1

Database copies:
Mailbox Database 1774511919(SRV1)
Active Mounted
Copy queue length: 0
Content index state: Healthy
View details

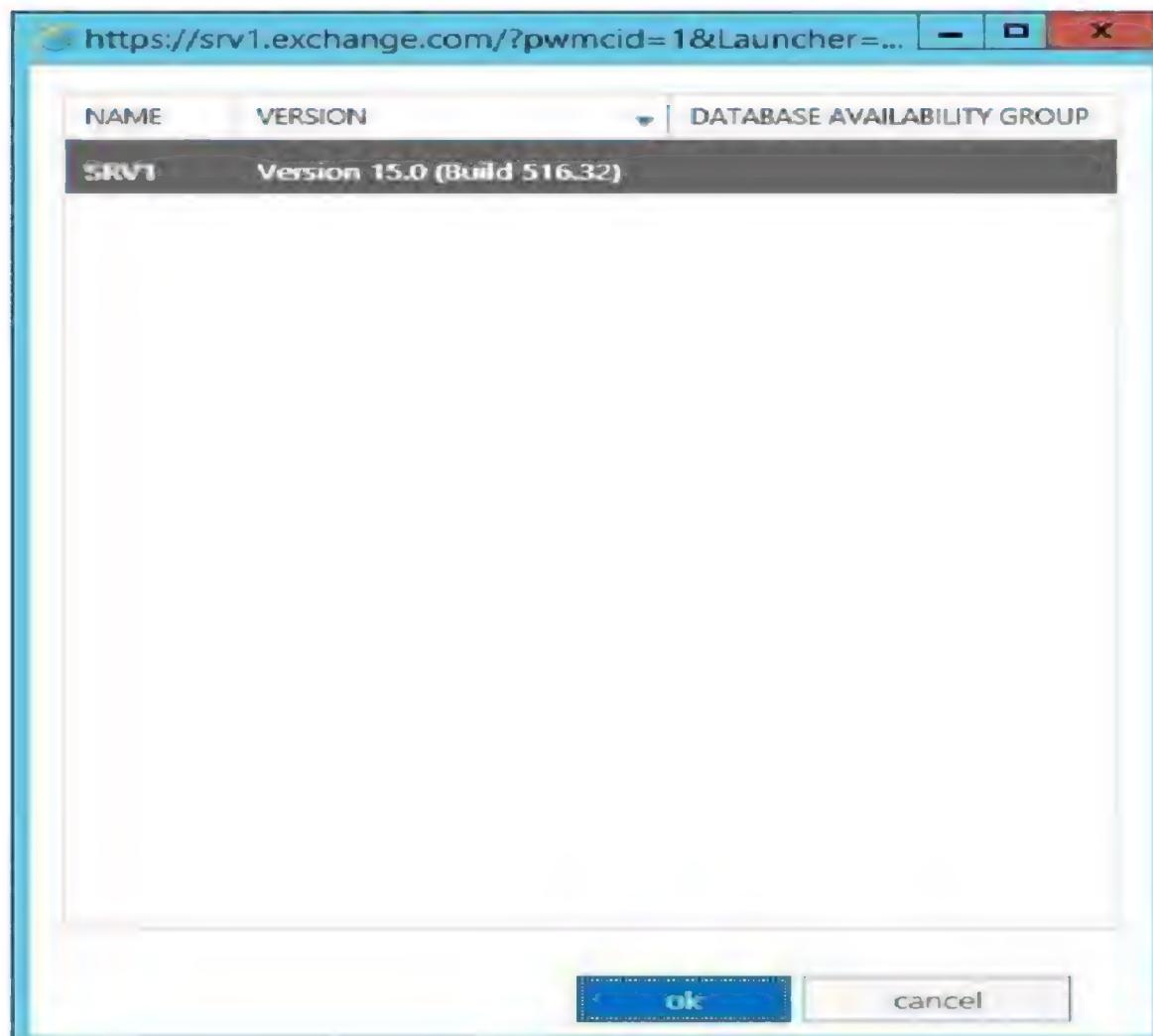
Selected 0 of 1 total

https://srv1.exchange.com/ecp/DBMgmt/Databases.aspx?showhelp=false

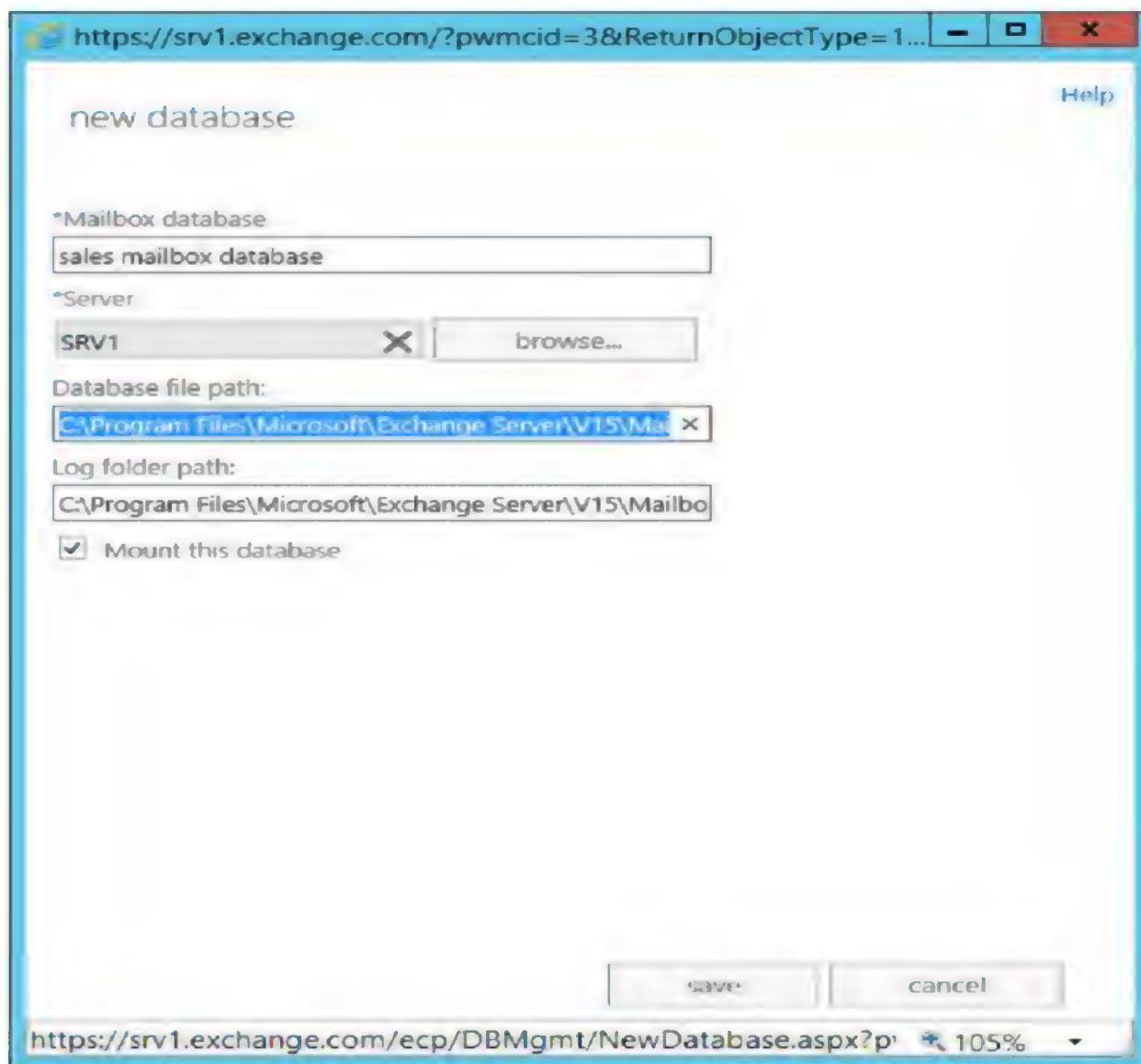
- Enter Mailbox Database Name (Ex: Sales Mailbox Database)→click **Browse**



- Select Server Name (Ex: SRV1)→click **Ok**



- Click Save



- Verify the new Sales Mailbox Database in List View

The screenshot shows the Exchange admin center's 'databases' list view. On the left, there is a navigation menu with items like 'recipients', 'permissions', 'compliance management', 'organization', 'protection', 'mail flow', 'mobile', 'public folders', 'unified messaging', 'servers', and 'hybrid'. The 'servers' item is currently selected. In the main area, there is a table with columns: NAME, ACTL., SERVER., STATUS, and BAD C... The table shows two entries: 'Mailbox Database 1774511919' (SRV1, SRV1, Mounted, 0) and 'sales mailbox database' (SRV1, SRV1, Mounted, 0). To the right of the table, a detailed view for the 'sales mailbox database' is shown, indicating it is mounted and active. It also lists 'Database copies: sales mailbox database(SRV1) Active Mounted' and 'Content index state: Unknown'.

Lab – 21: Creating User Mailboxes in new Mailbox Database

Objective:

To create user mailboxes in different databases based on the department.

Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.

Topology:



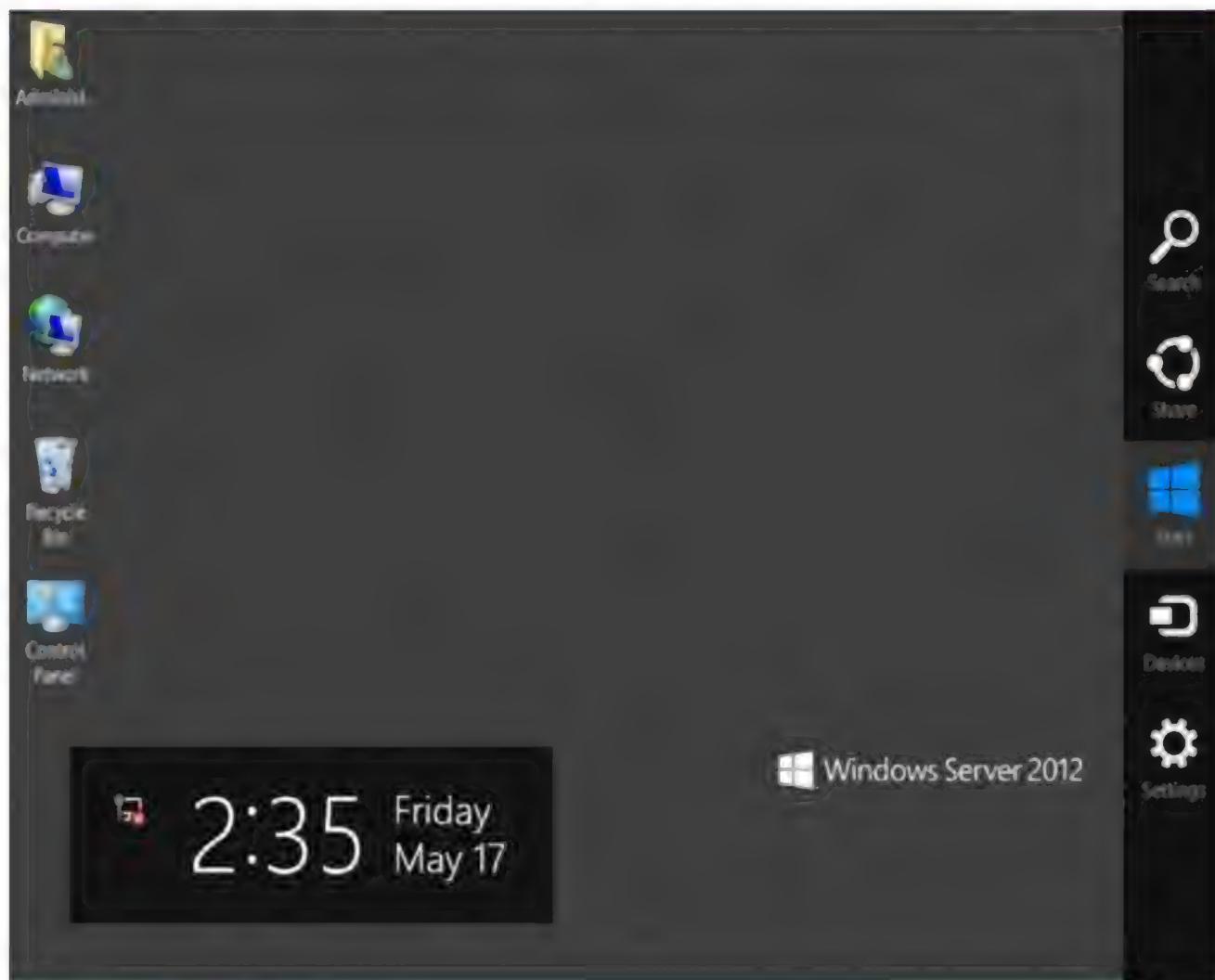
SRV1

Domain Controller

IP Address	10.0.0.1
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

Steps:

- Start



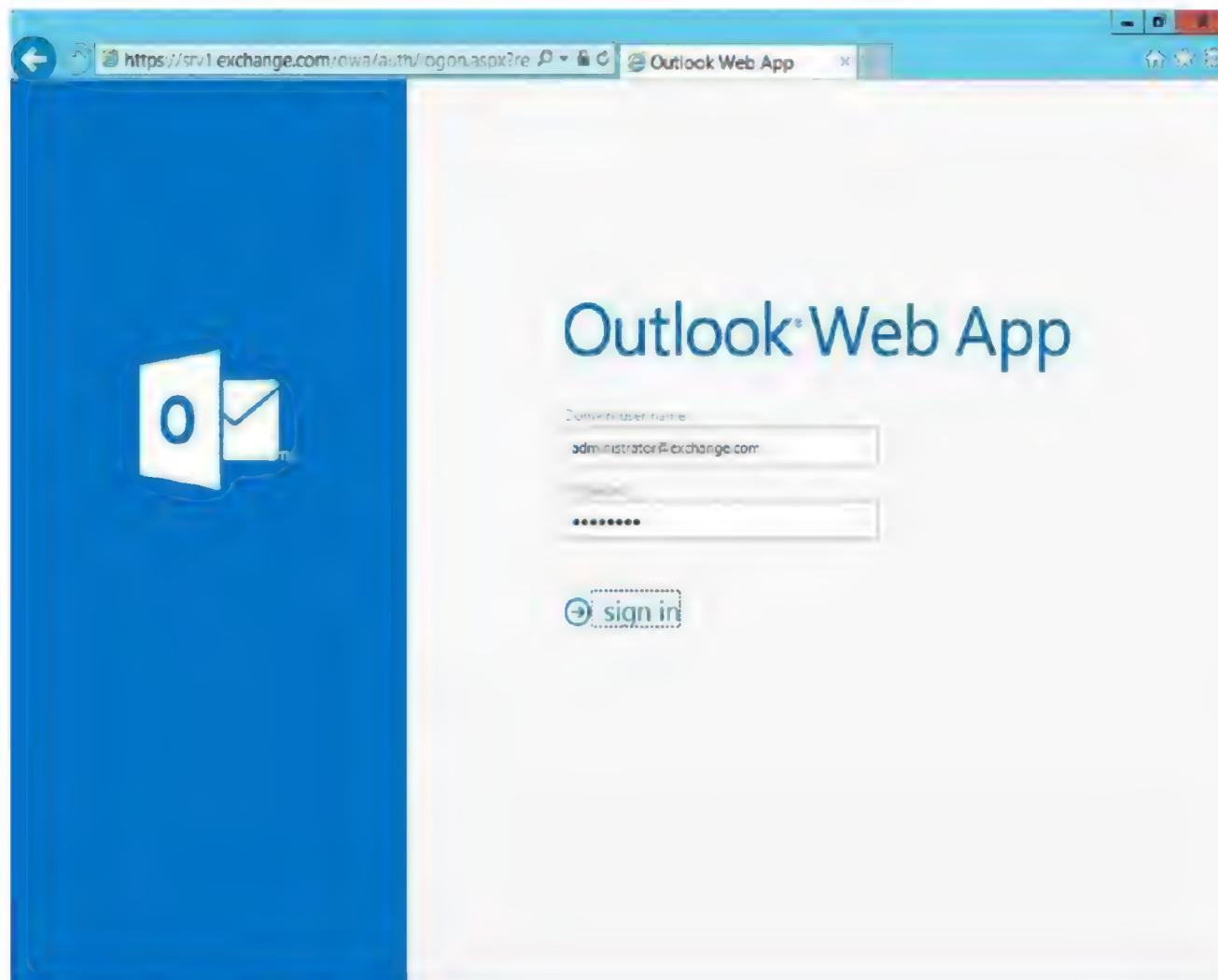
- Open Internet Explorer



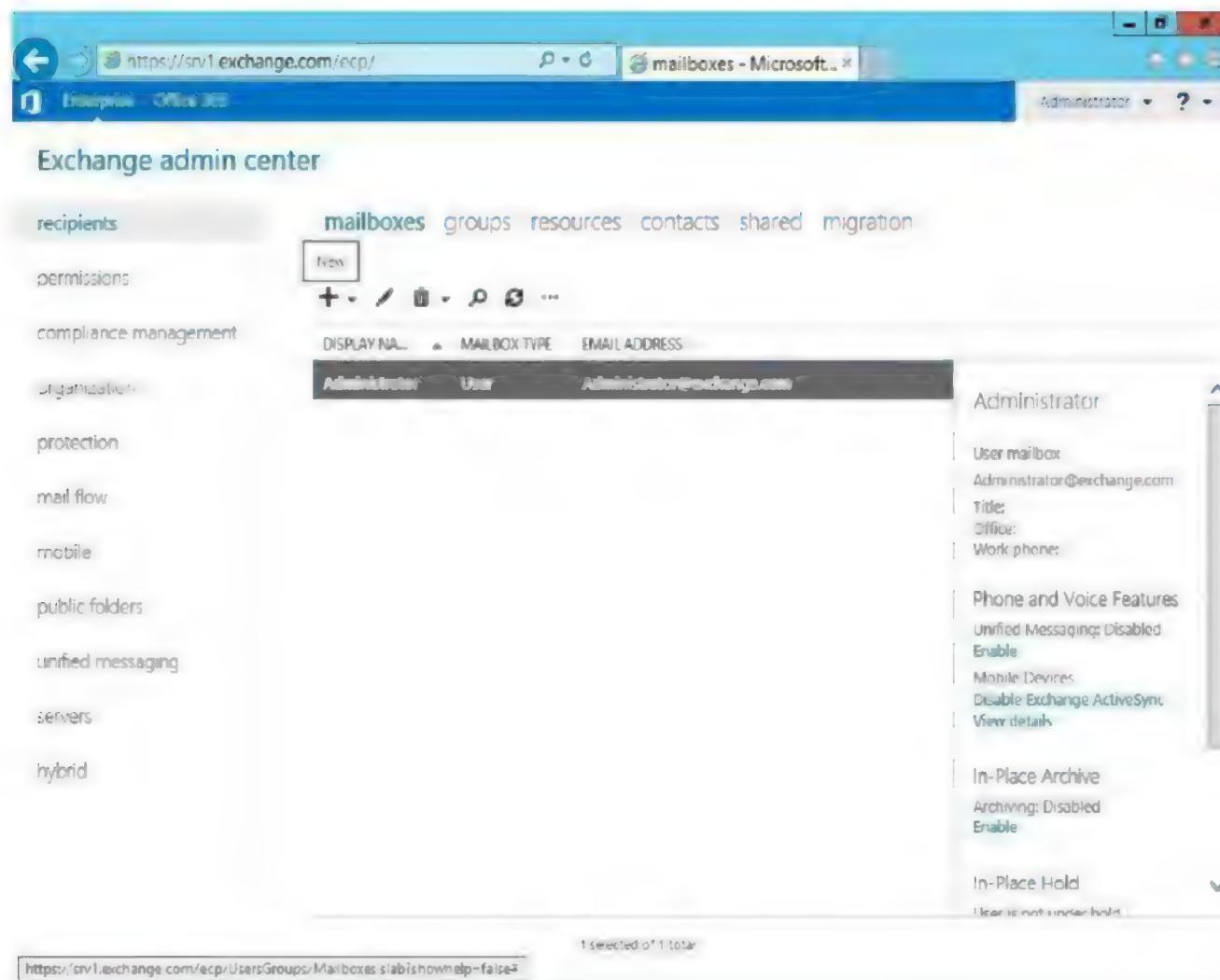
- Enter the address **https://FullyQualified Domain Name / Virtual Directory Name**
(Ex: https://srv1.exchange.com/ecp)



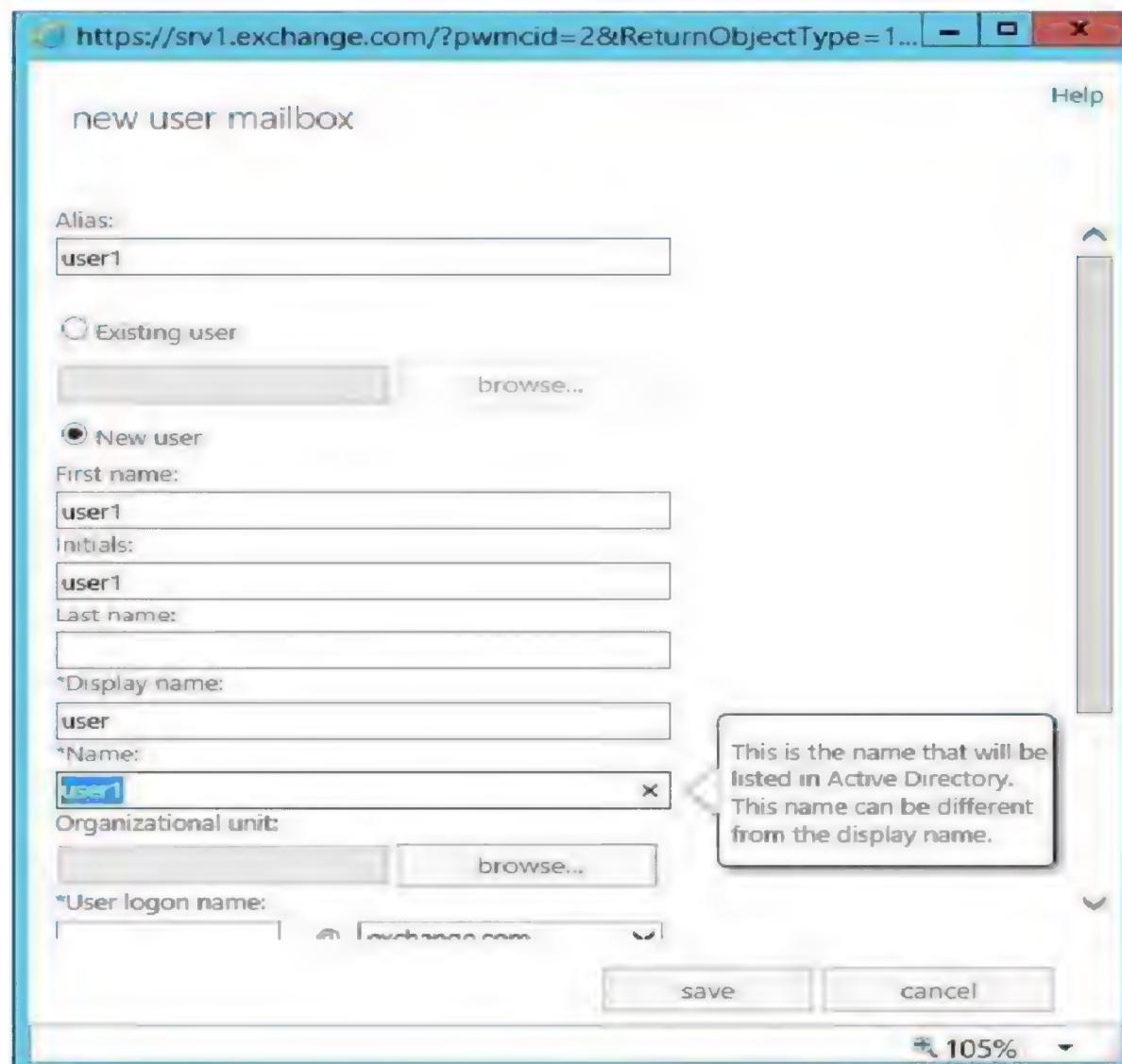
- Enter User Name and Password→click sign in



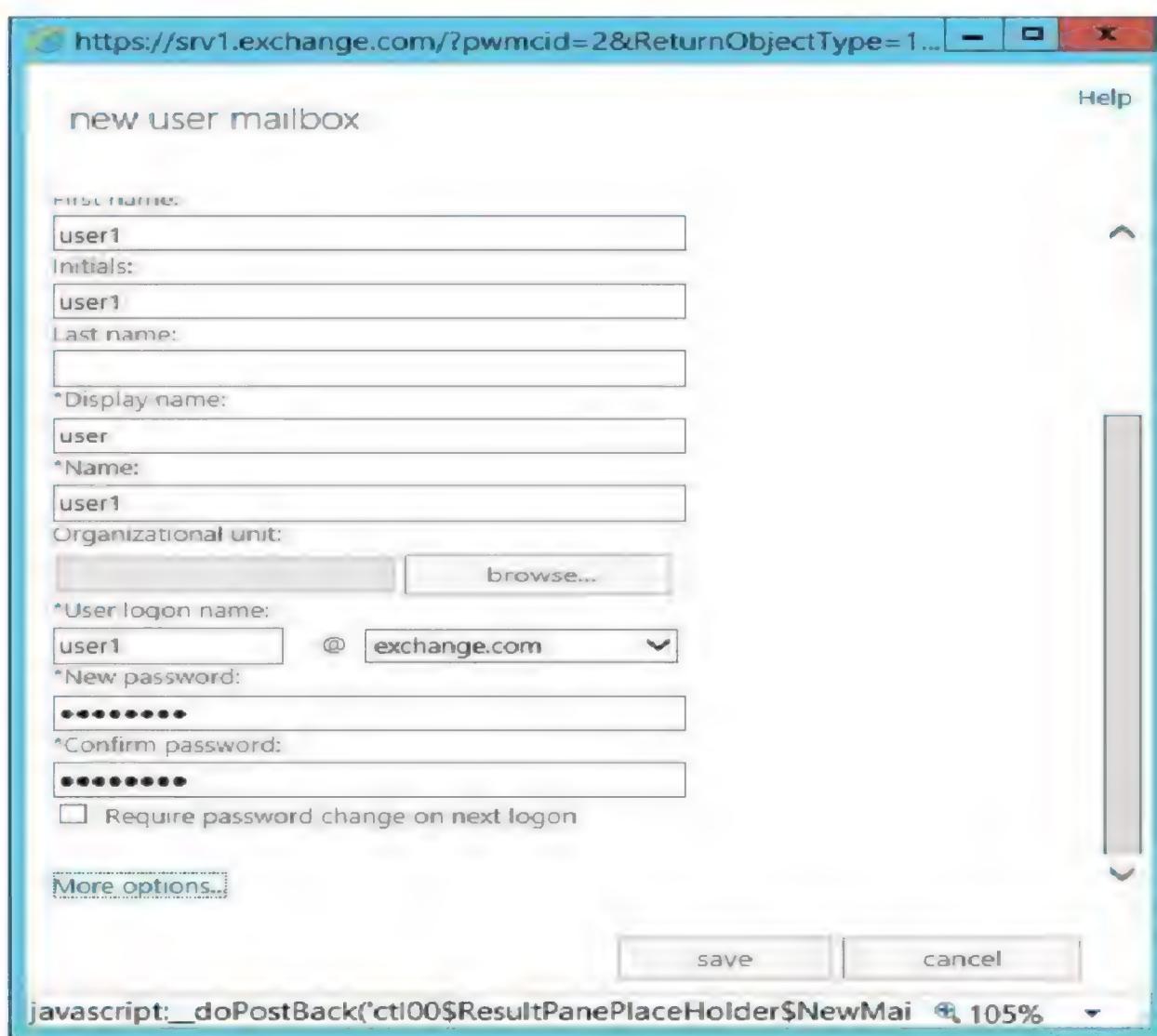
- In EAC→select Recipients→select Mailboxes tab→click Add (+)



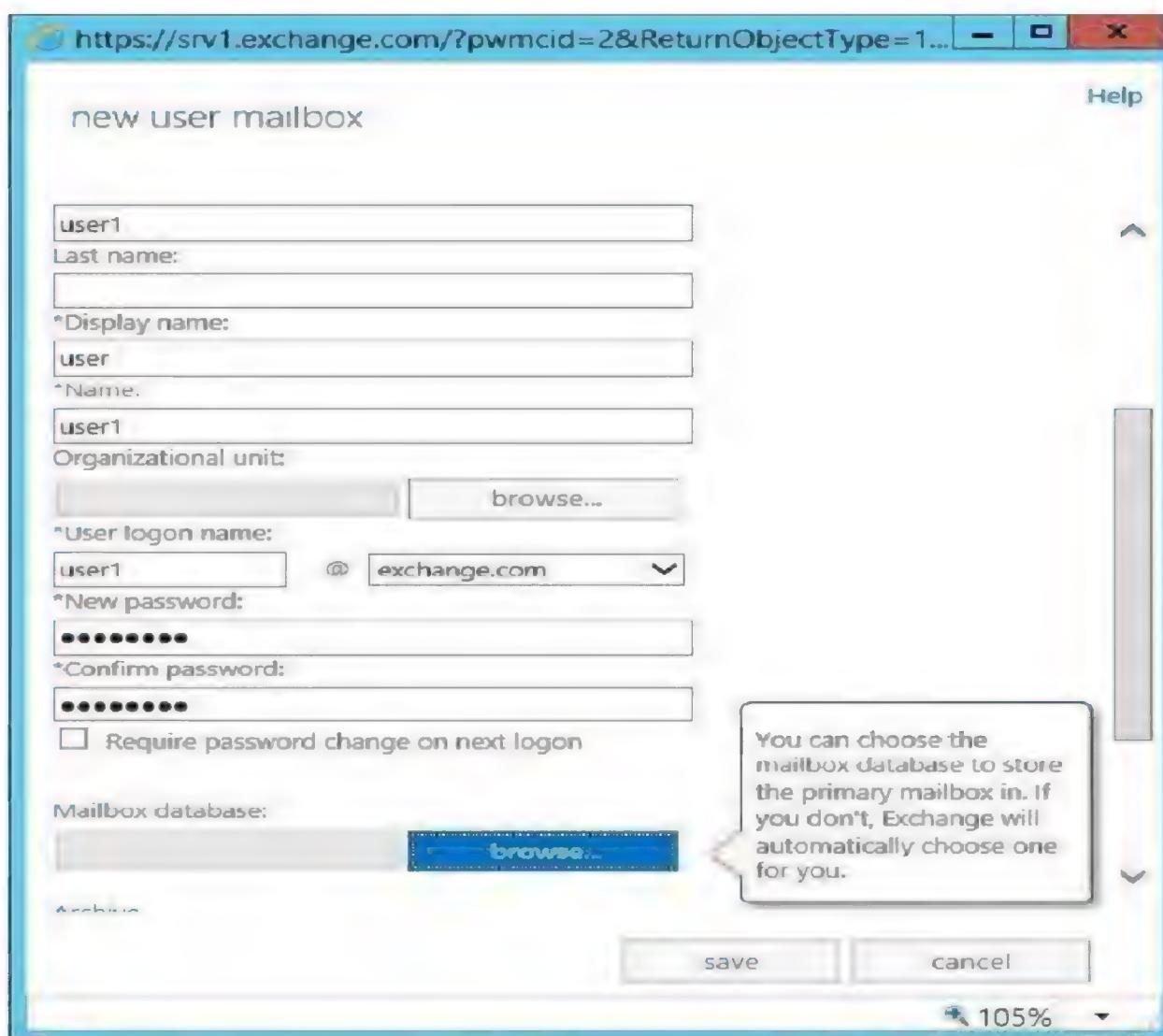
- Enter Alias name→select New user→enter First name & Display name→scroll down



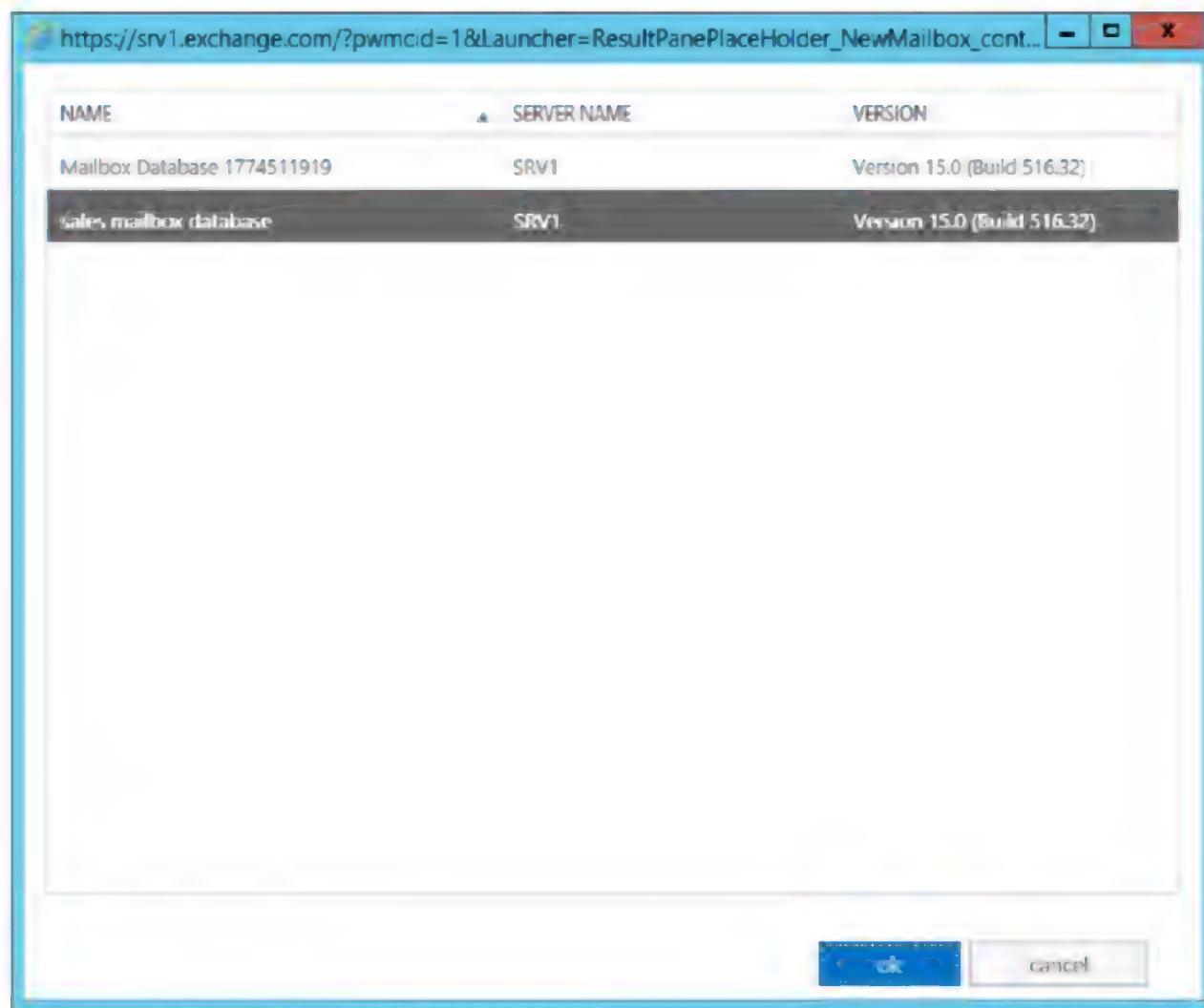
- Enter User logon name and Password → select More options



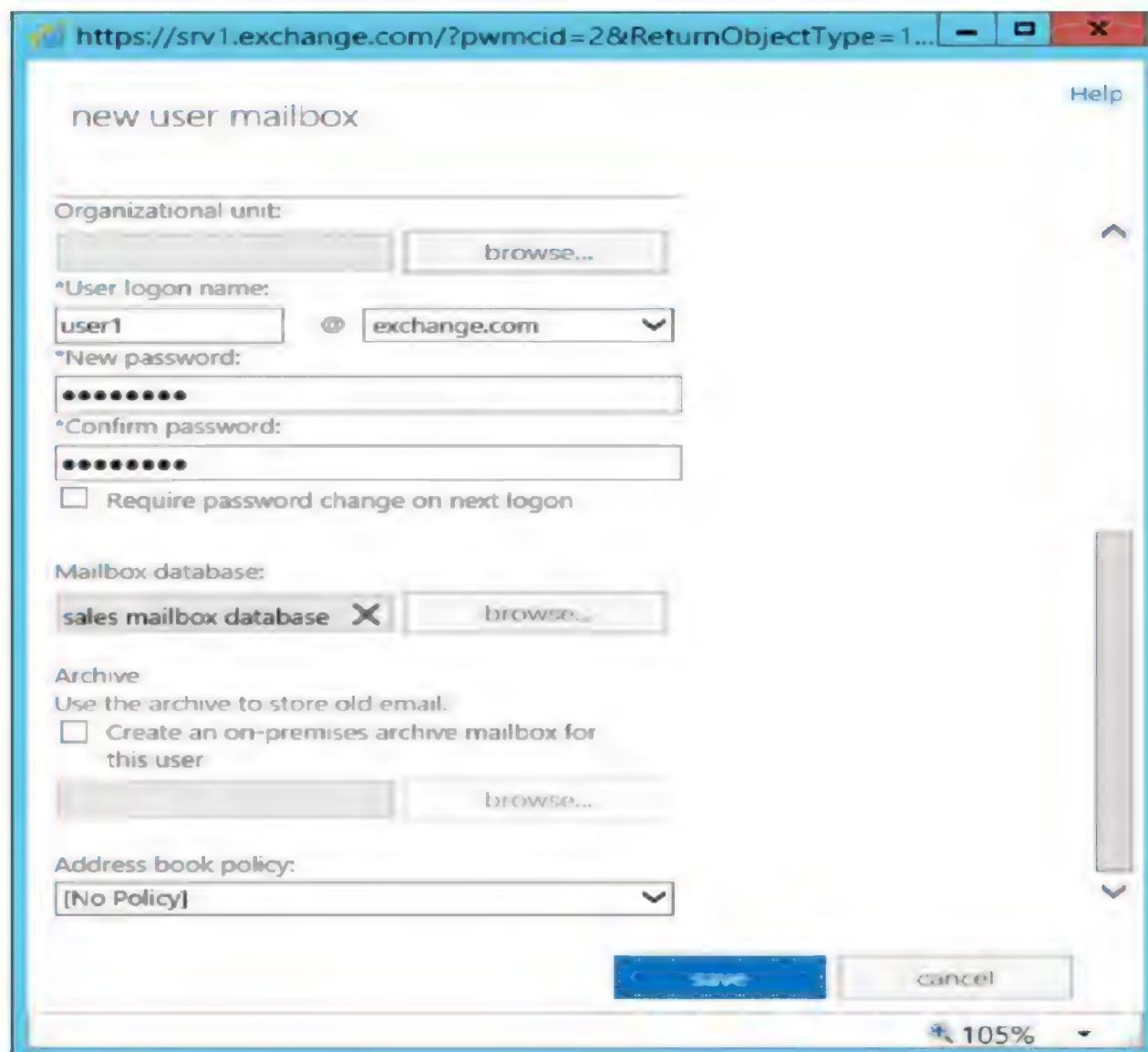
- Click Browse



- Select Sales Mailbox Database → click OK



- Click Save



Verification:

- Verify the mailbox of user (Ex: **user1**) in **Sales Mailbox Database**

The screenshot shows the Exchange Admin Center interface. The left navigation pane includes links for recipients, mailboxes (which is currently selected), groups, resources, contacts, shared, and migration. Under the mailboxes section, there are links for permissions, compliance management, organization, protection, mail flow, mobile, public folders, unified messaging, servers, and hybrid. The main content area displays a table of mailboxes. One row is selected for 'user1', showing details: Display Name: user1, Mailbox Type: User, Email Address: user1@exchange.com, and Database: Mailbox Database 1774... (highlighted with a red box). To the right of the table, a detailed view for 'user1' is shown, including sections for User mail, Phone and Voice Features, and In-Place Archive. At the bottom, it says '1 selected of 2 total'.

DISPLAY N...	MAILBOX...	EMAIL ADDRESS	DATABASE
Administrator	User	Administrator@exchange.com	Mailbox Database 1774...
user1	User	user1@exchange.com	sales mailbox database

user1

User mail
user1@exchange.com
Title:
Office
Work phone:

Phone and Voice Features
Unified Messaging: Disabled
Enable
Mobile Devices
Disable Exchange ActiveSync
View details

In-Place Archive
Archiving: Enabled
Enable

In-Place Hold
Clear current user hold

* 1 selected of 2 total

Lab – 22: Creating Migration Batch of User Mailboxes to Different Database

Objective:

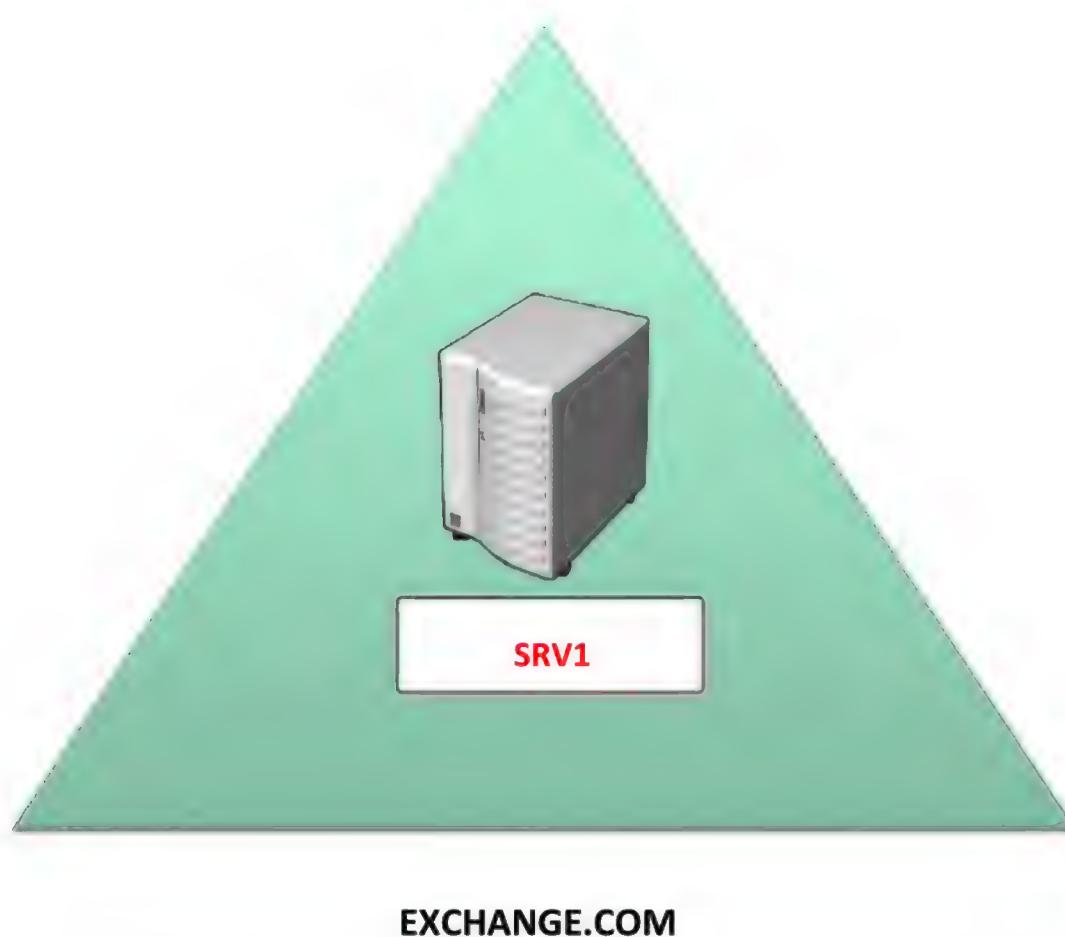
To move user mailbox from one database to another database

Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.

Topology:



SRV1

Domain Controller

IP Address 10.0.0.1

Subnet Mask 255.0.0.0

Preferred DNS 10.0.0.1

Steps:

- Start



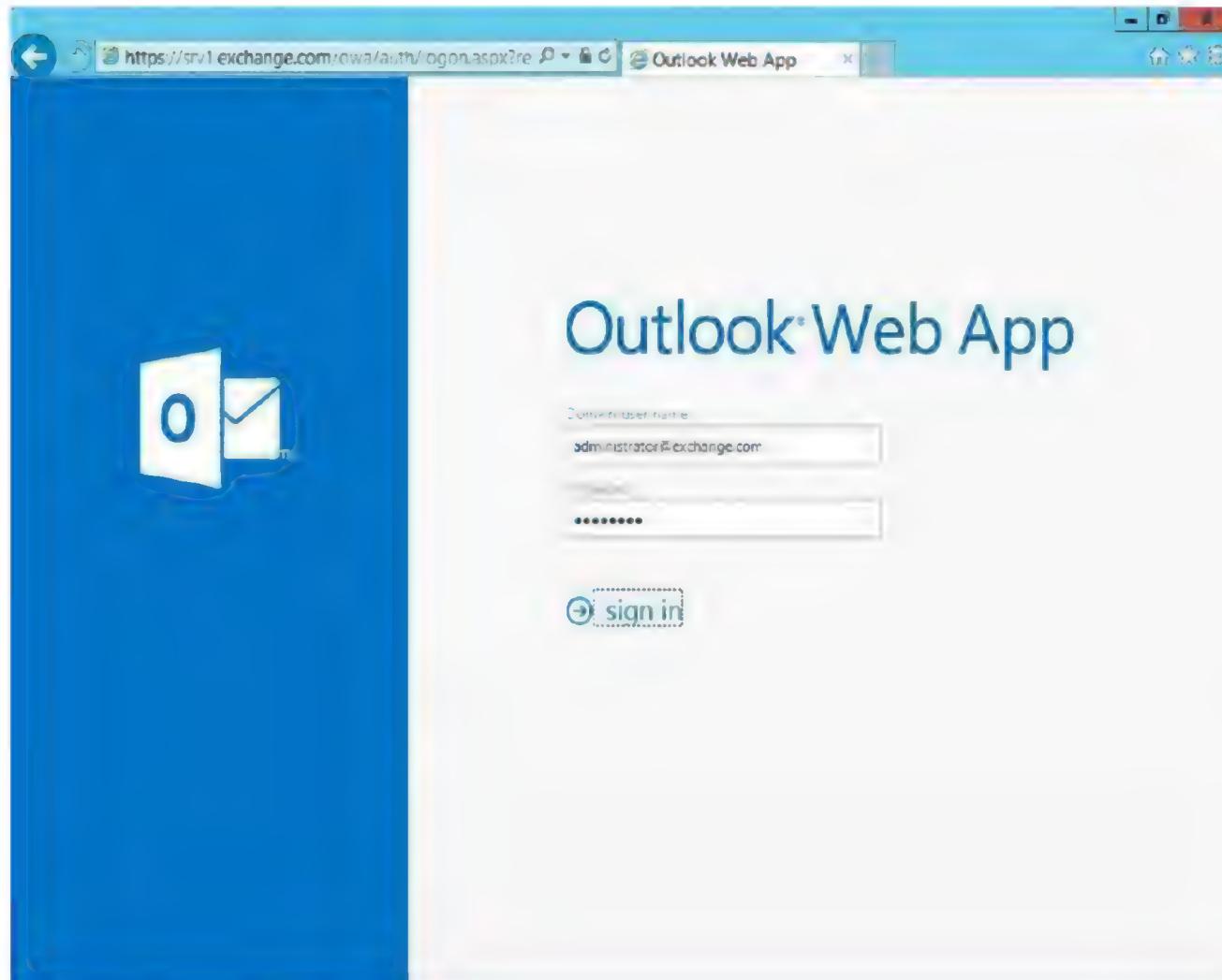
- Open Internet Explorer



- Enter the address **https://FullyQualified Domain Name / Virtual Directory Name**
(Ex: https://srv1.exchange.com/ecp)



- Enter User Name and Password→click sign in



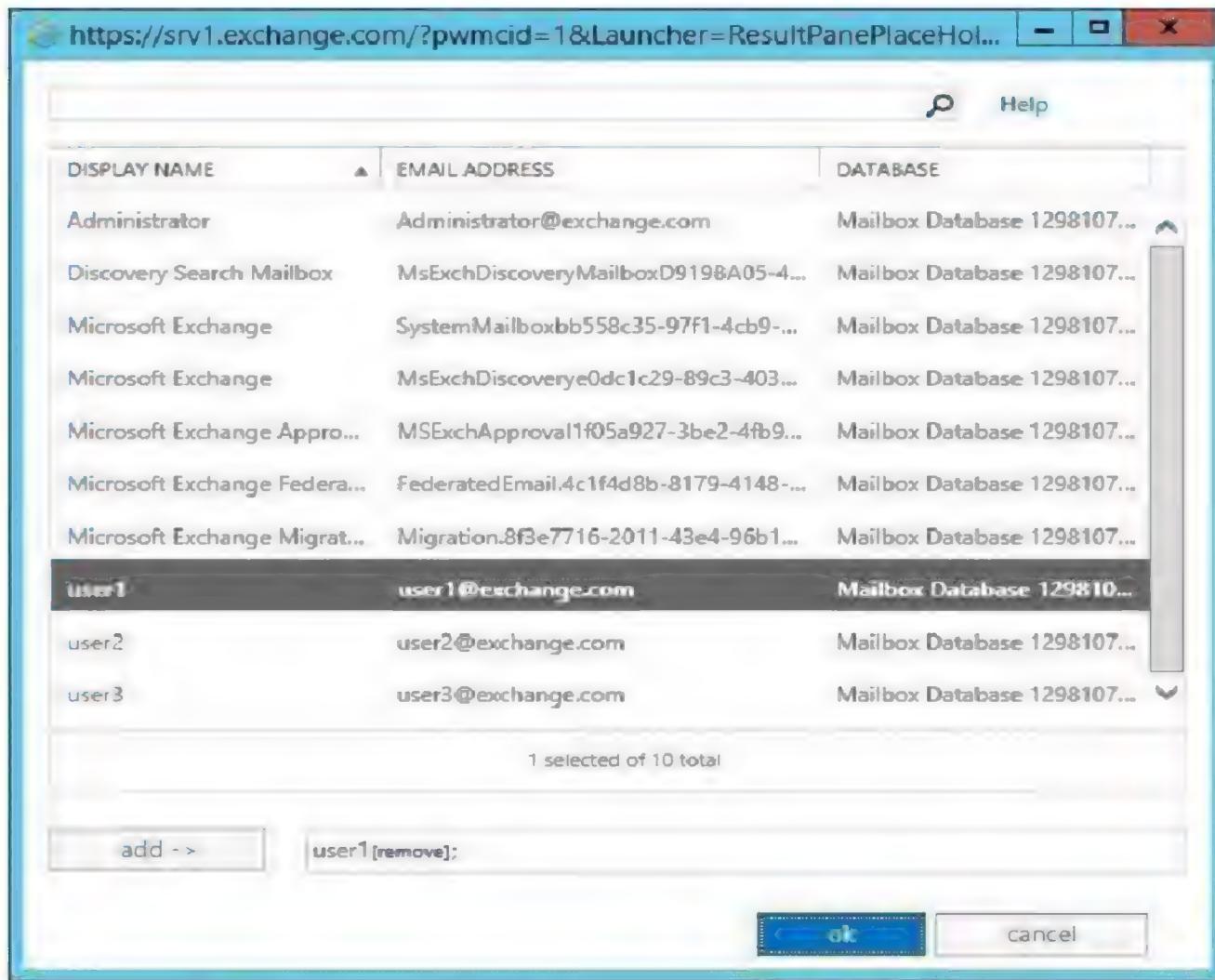
- In EAC→select Recipients→select Migration Tab→click New (+)

The screenshot shows the Exchange Admin Center interface. The left navigation pane is visible with various categories like recipients, mailboxes, groups, resources, contacts, shared, and migration. The 'migration' tab is currently selected. Below it, there's a status message: 'There are no items to show in this view.' At the top center, there's a 'New' button with a red box around it, and a tooltip says: 'Use this to view the status for all current migration batches: Status For All Batches'. The URL in the browser bar is <https://srv1.exchange.com/ecp/>.

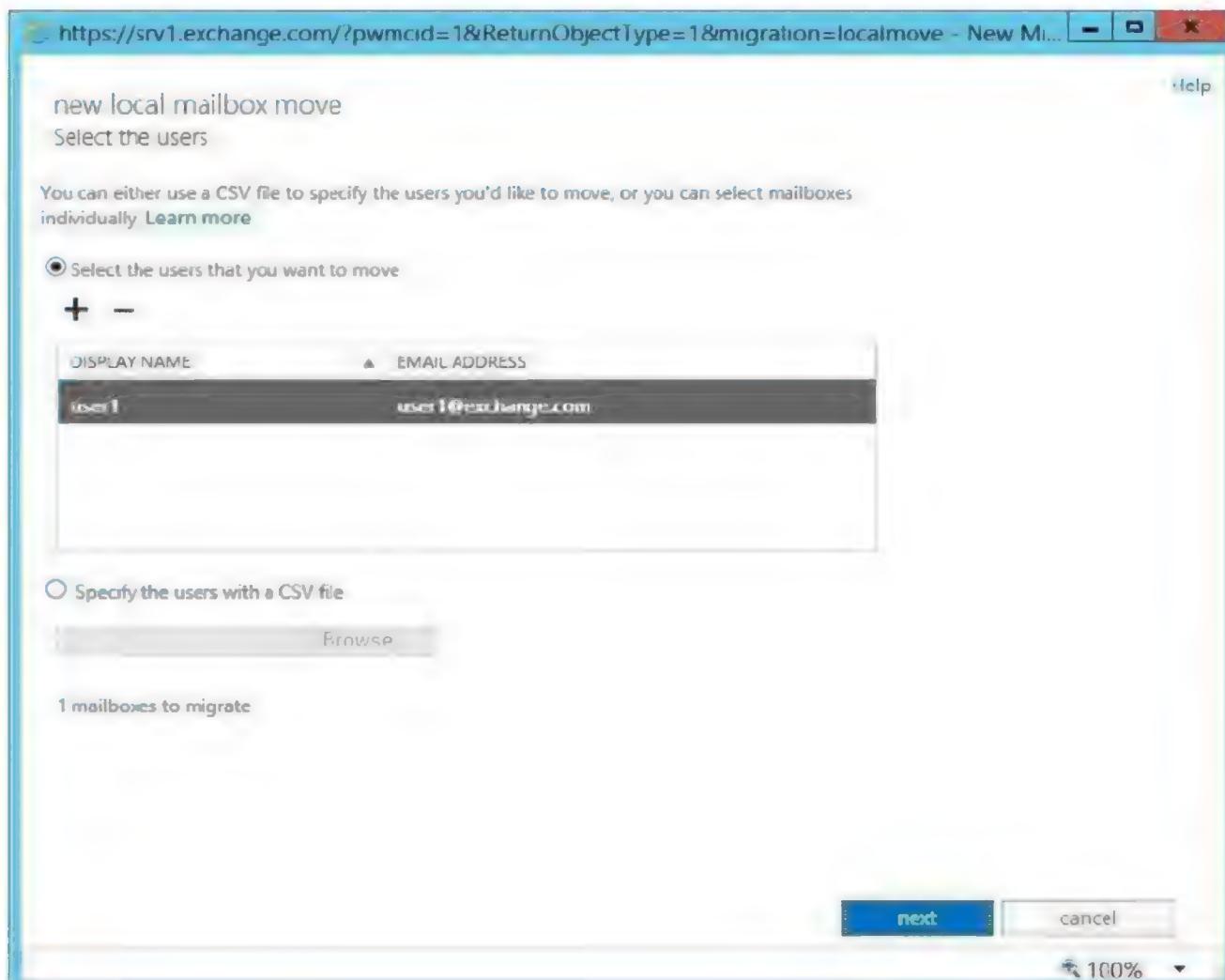
- Click Add (+)

The screenshot shows a modal dialog box titled 'new local mailbox move'. It has a radio button for 'Select the users that you want to move' which is selected. Below it is a list box with a '+' and '-' button to add or remove users. There's also a radio button for 'Specify the users with a CSV file' and a 'Browse' button. At the bottom, it says '0 mailboxes to migrate'. At the very bottom are 'next' and 'cancel' buttons. The URL in the browser bar is <https://srv1.exchange.com/?pwmcid=1&ReturnObjectType=1&migration=localmove>.

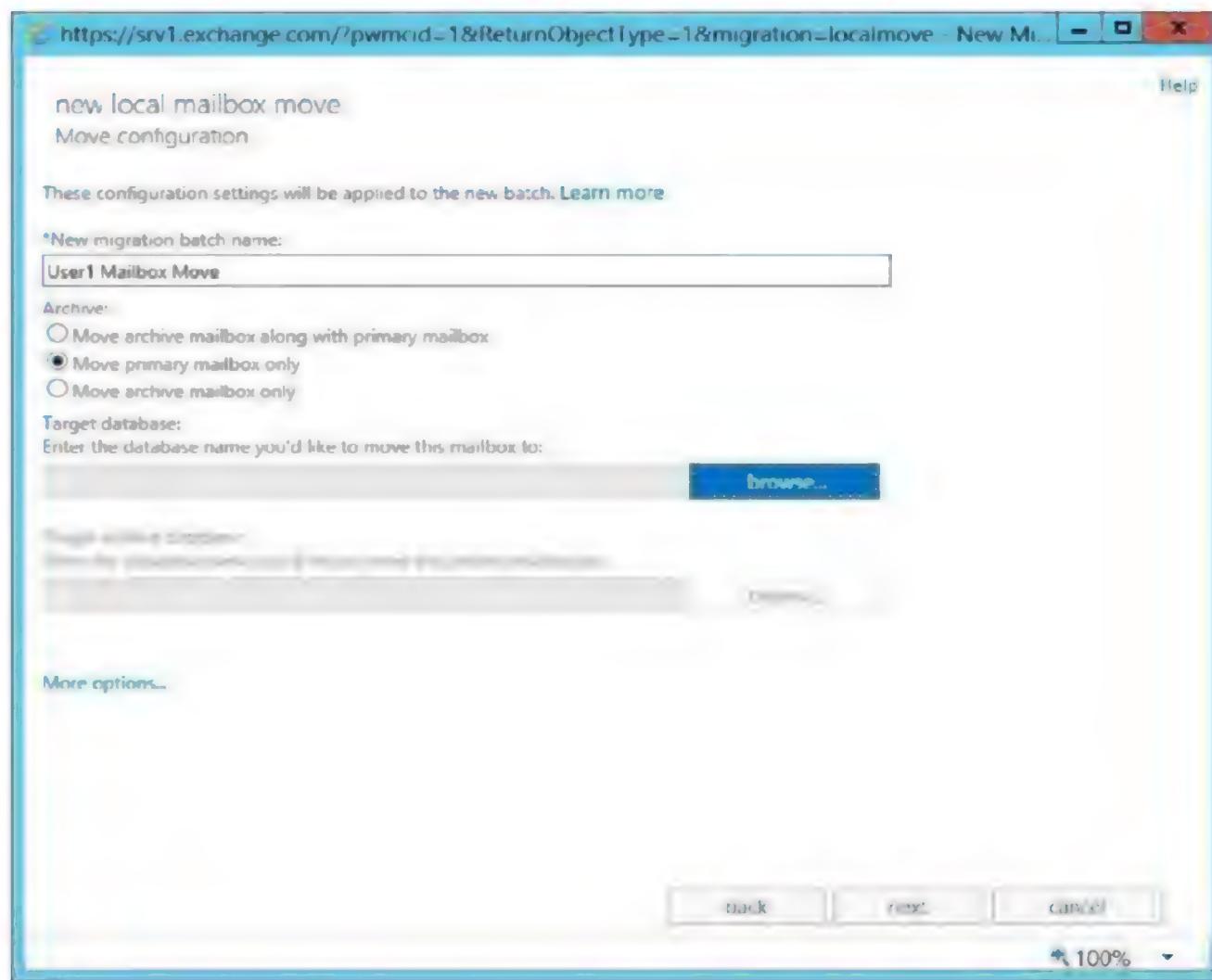
- Select user (Ex:-User1)→click Add→Click Ok



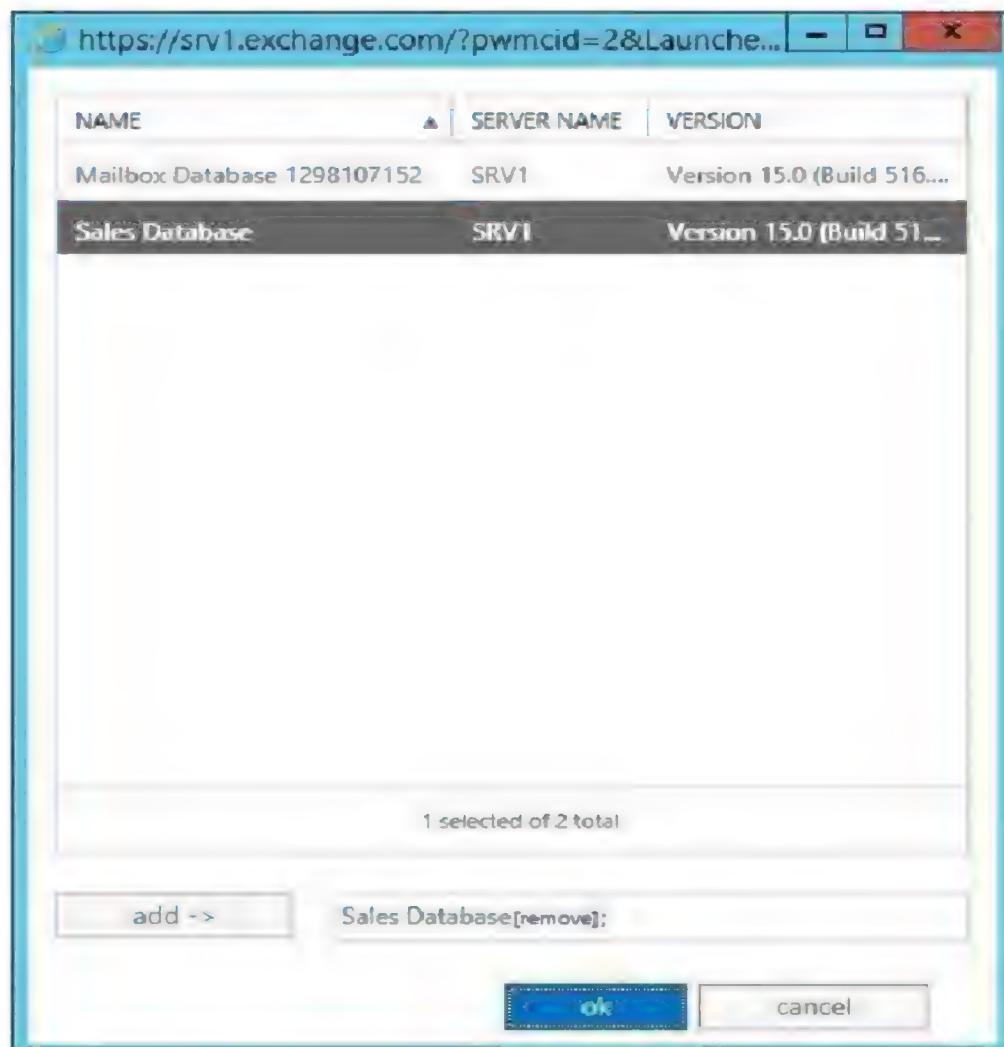
- Click Next



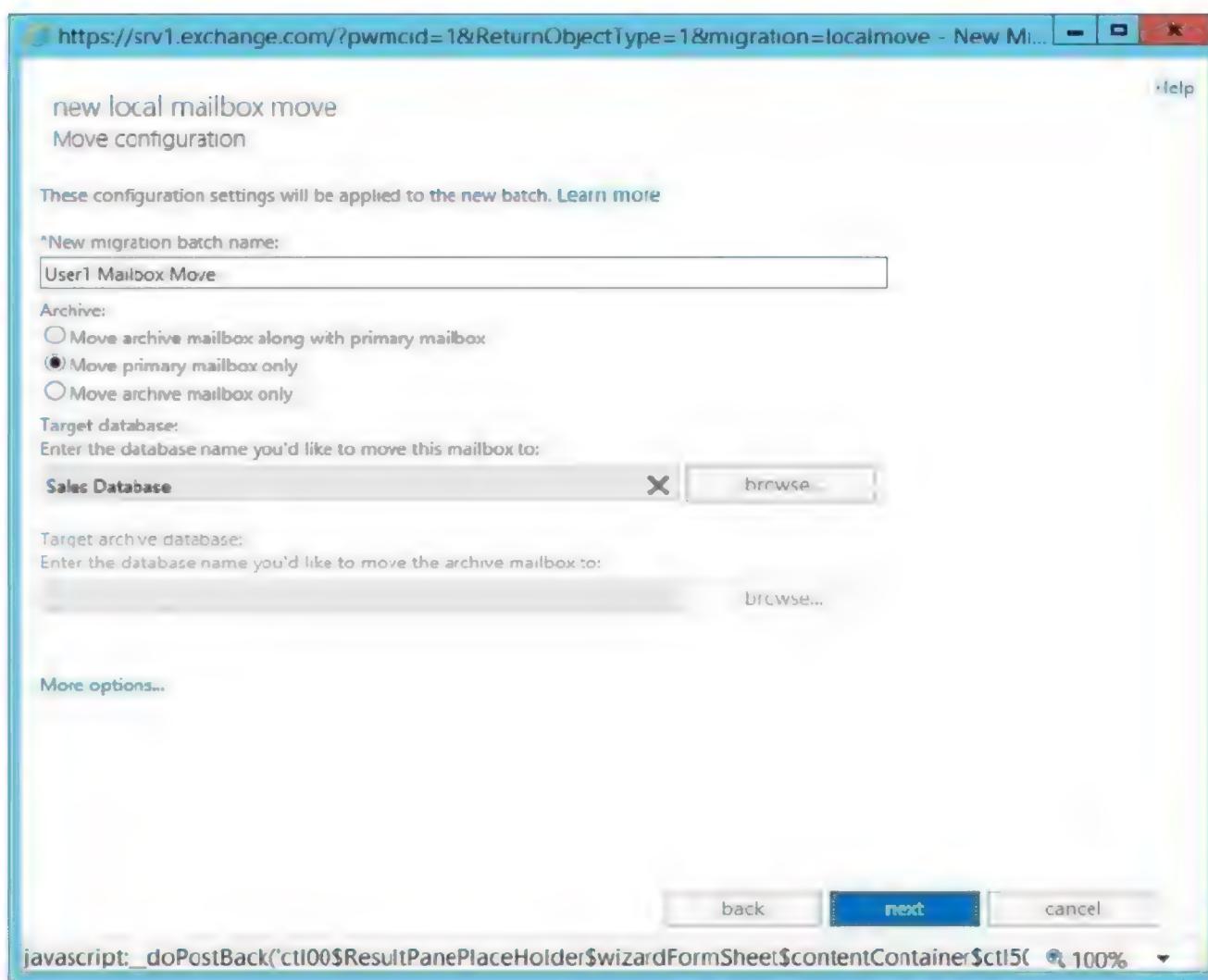
- Enter name (**Ex:-User1 Mailbox Move**)→select **Move Primary Mailbox Only**→click **Browse**



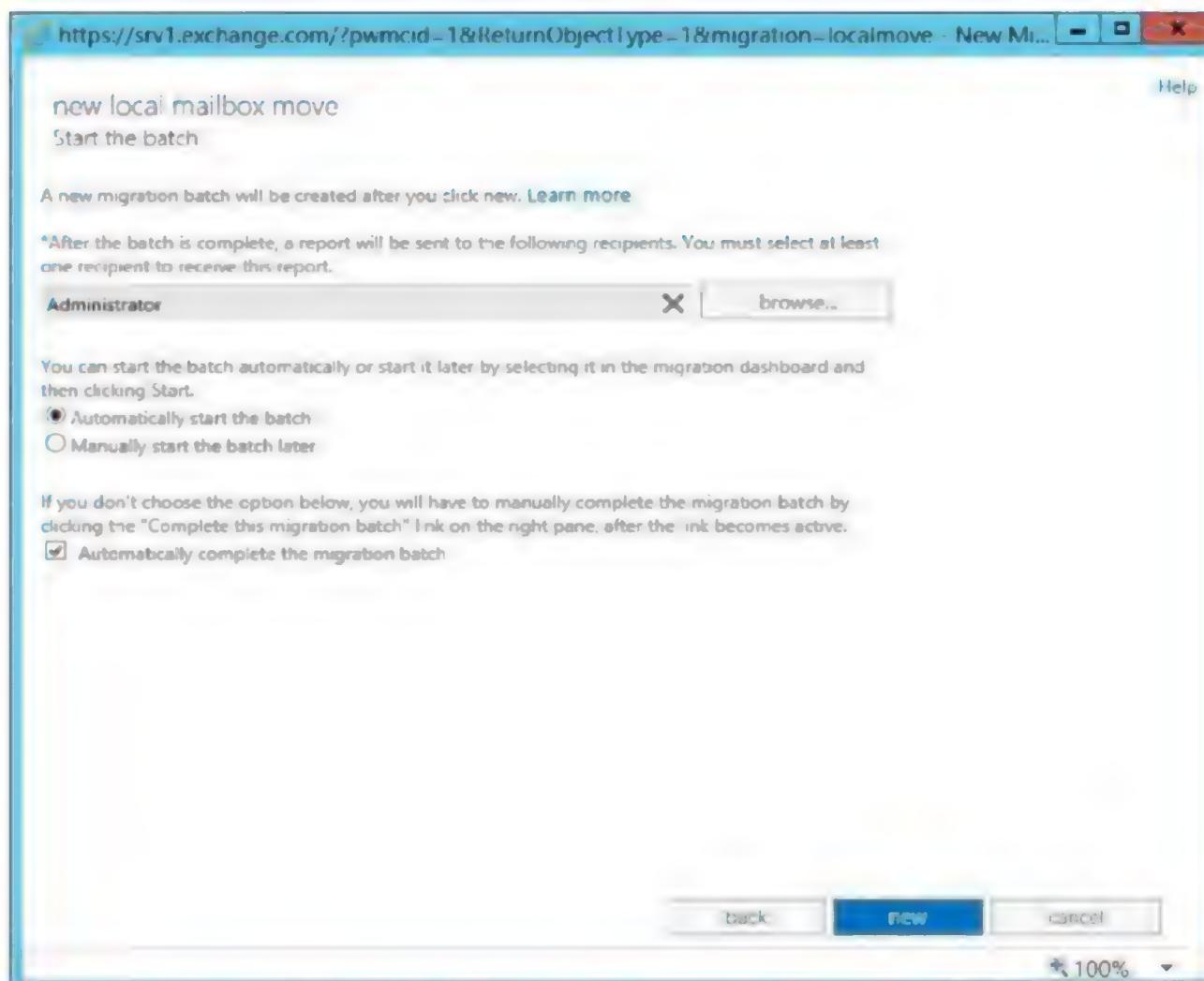
- Select **Sales Database**→click **Add**→click **Ok**



- Click Next



- Click New



Verification:

1. In EAC verify the user (**Ex:-User1**) under **Sales Database**

The screenshot shows the Exchange Admin Center (EAC) interface. The left navigation pane includes links for recipients, mailboxes, groups, resources, contacts, shared, migration, permissions, compliance management, organization, protection, mail flow, mobile, public folders, unified messaging, servers, and hybrid. The main content area is titled "Exchange admin center" and shows the "mailboxes" section. A table lists four mailboxes: Administrator (User, Administrator@exchange.com, Mailbox Database 1298...), user1 (User, user1@exchange.com, Sales Database), user2 (User, user2@exchange.com, Mailbox Database 1298...), and user3 (User, user3@exchange.com, Mailbox Database 1298...). The "user1" row is selected. To the right, a detailed view pane displays the following information for user1:
user1
User mailbox
user1@exchange.com
Title: Office
Work phone:
Phone and Voice Features
Unified Messaging: Disabled
Enablic
Mobile Devices
Disable Exchange ActiveSync
View details
In-Place Archive
Archiving: Disabled
Enable
In-Place Hold
User is not under hold
* selected of 4 total

Lab – 23: Enabling Archive Mailbox to Mailbox Enabled User

Objective:

To provide additional mailbox for a user

Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.
- A computer running Windows 7.

Topology:**SRV1****SRV2****Domain Controller****Client**

IP Address 10.0.0.1

IP Address 10.0.0.2

Subnet Mask 255.0.0.0

Subnet Mask 255.0.0.0

Preferred DNS 10.0.0.1

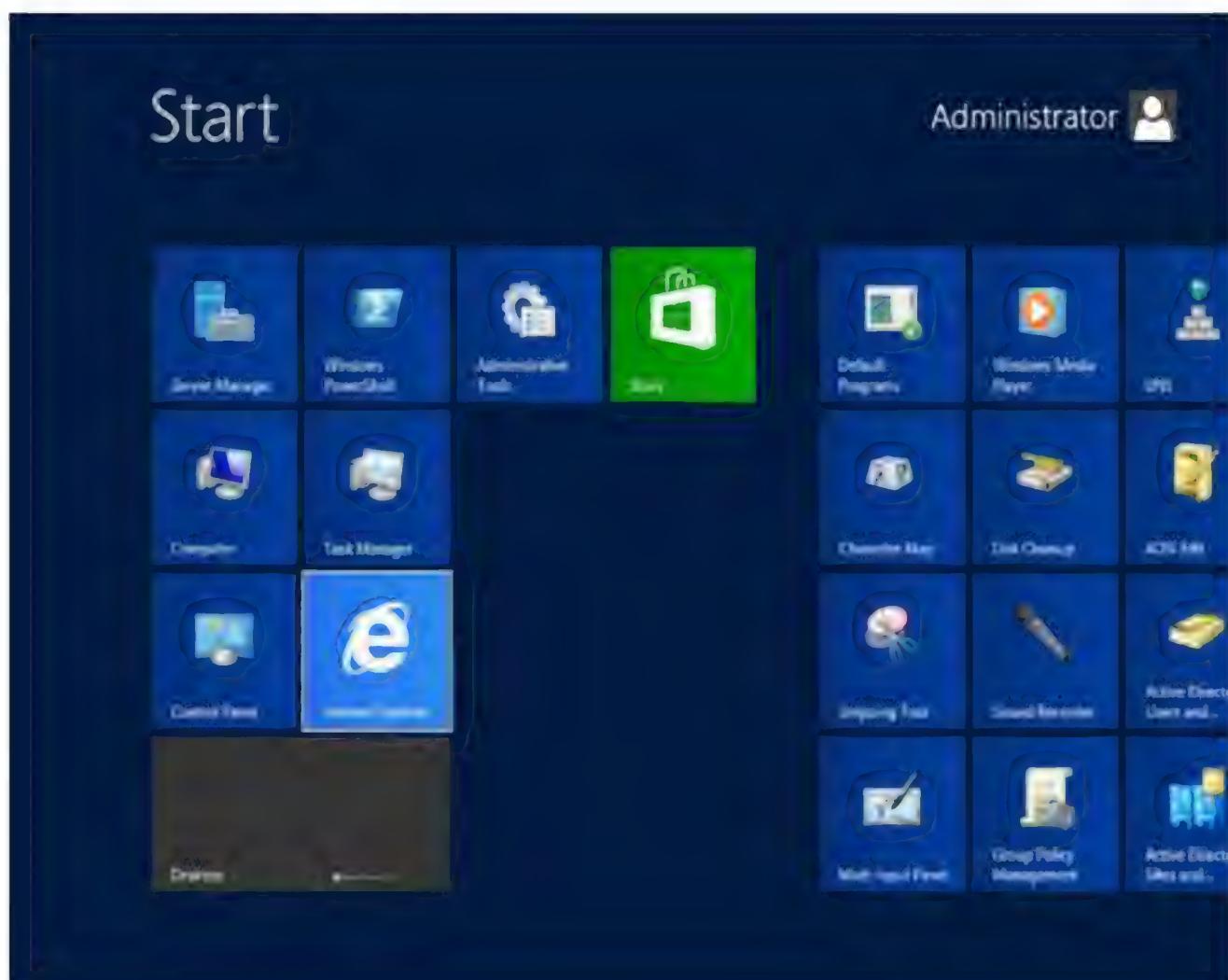
Preferred DNS 10.0.0.1

Steps:

- Start



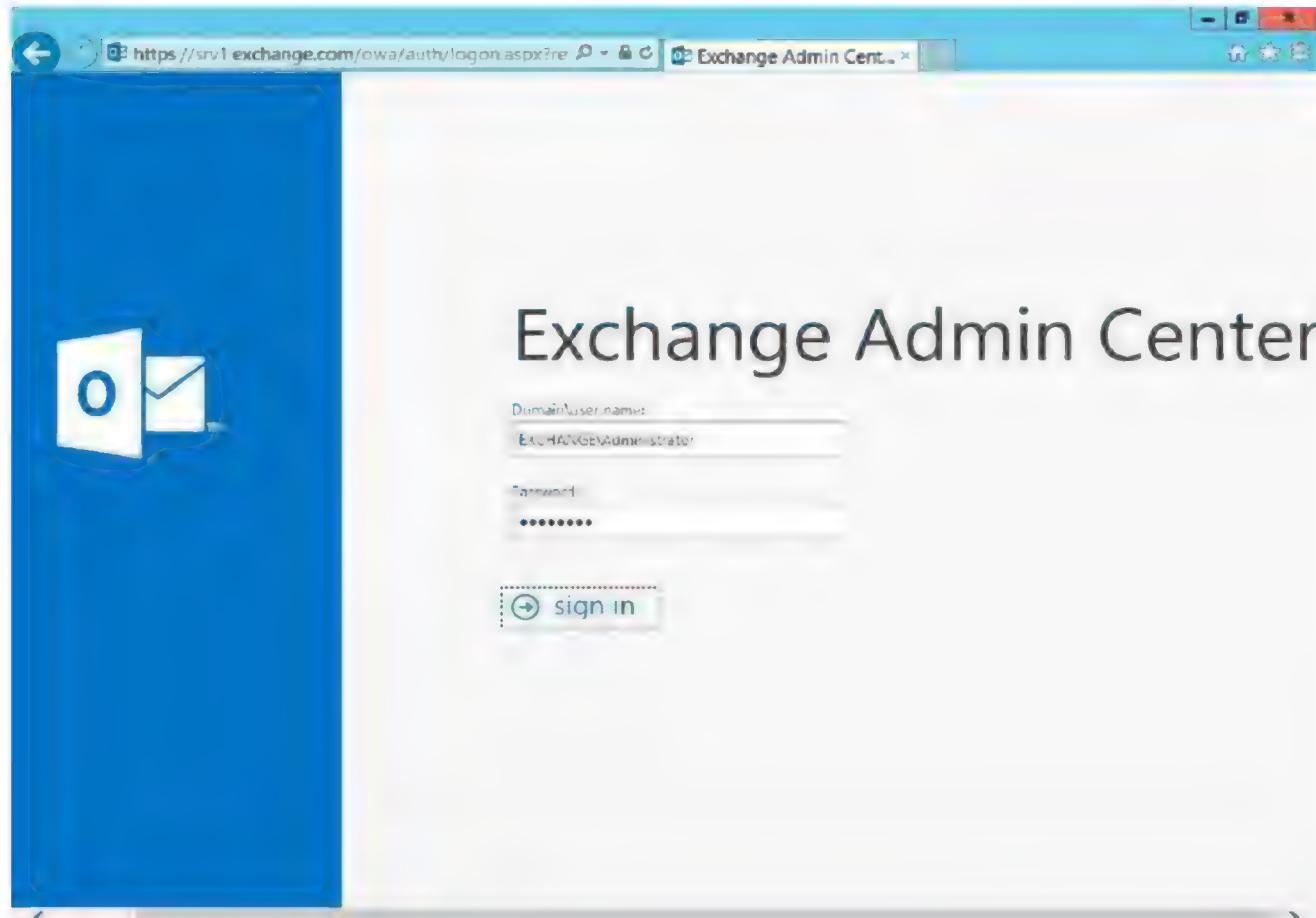
- Open Internet Explorer



- Enter the address **https://FullyQualified Domain Name / Virtual Directory Name**
(Ex: https://srv1.exchange.com/ecp)



- Enter User Name and Password→click sign in

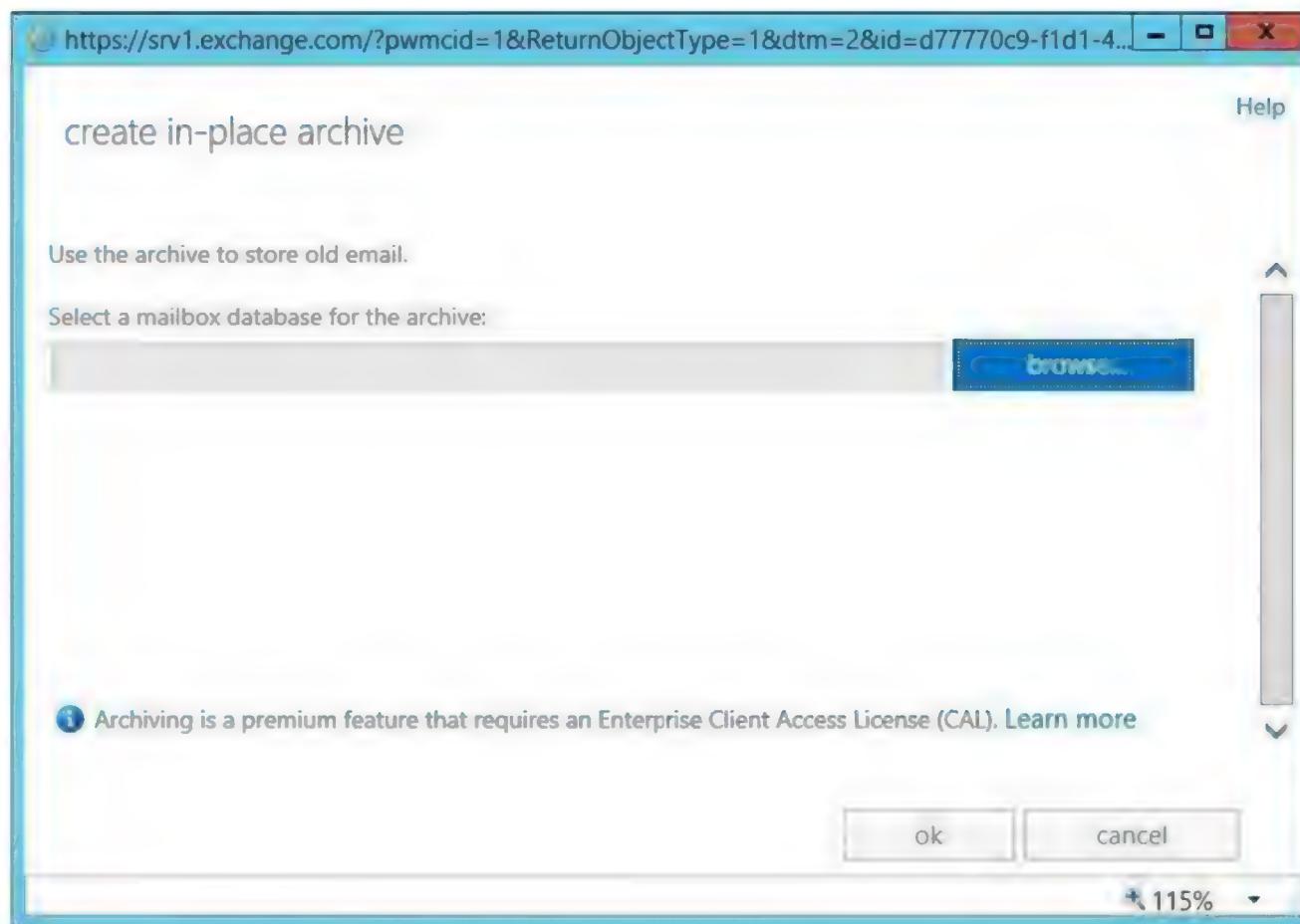


- In EAC→select Recipients→select user (Ex:-User1)→click Enable under In-Place Archiving in Details Pane

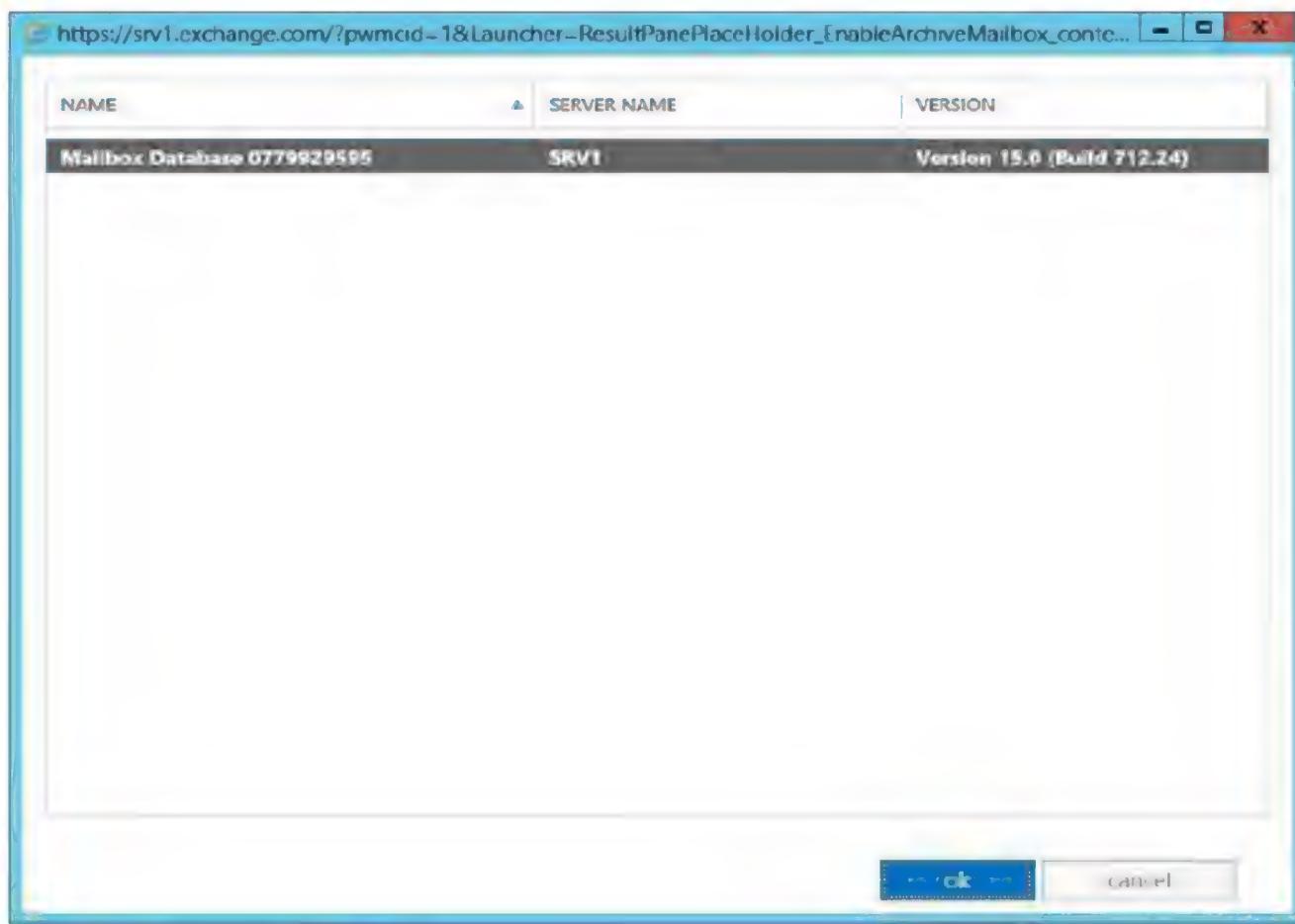
DISPLAY NAME	MAILBOX TYPE	EMAIL ADDRESS
Administrator	User	Administrator@exchange.com
user1	User	user1@exchange.com
user2	User	user2@exchange.com

In-Place Archive
 Archiving: Disabled

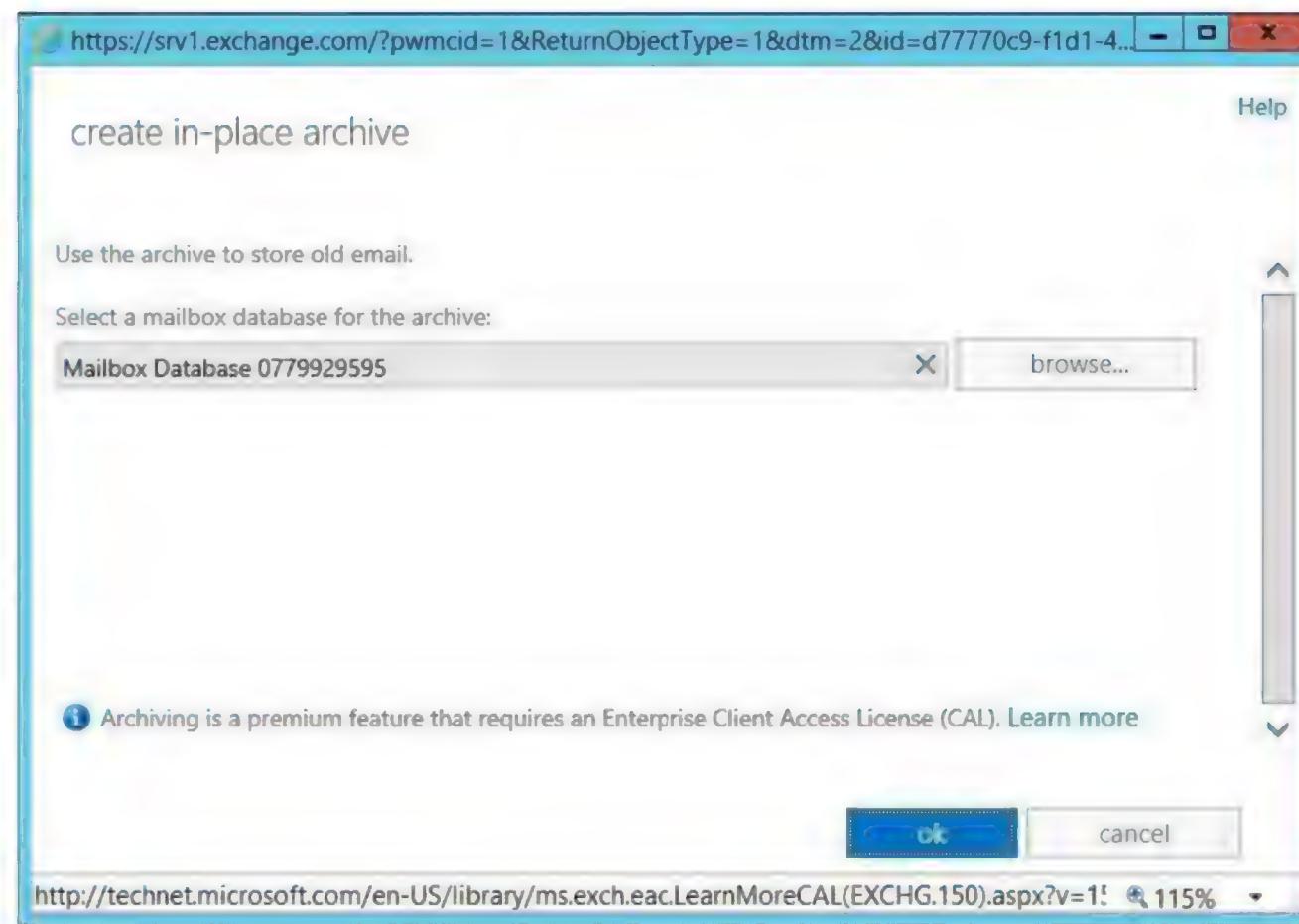
- Click **Browse**



- Select Database→click Ok



- Click Ok



- In EAC verify Enabled Archive Mailbox for User1

DISPLAY NAME	MAILBOX TYPE	EMAIL ADDRESS
Administrator	User	Administrator@exchange.com
user1	User (Archive)	user1@exchange.com
user2	User	user2@exchange.com

user1
User mailbox
user1@exchange.com
Title:
Office:
Work phone:

Phone and Voice Features
Unified Messaging: Disabled
Enable
Mobile Devices
Disable Exchange ActiveSync

1 selected of 3 total

Verification:

- Login as User-1 in Outlook Web App & verify Enabled Archive Mailbox

+ new mail search mail and people

all unread to me flagged

IN-PLACE ARCHIVE - user1 CONVERSATIONS BY DATE

There are no items to show in this view.

There are no items to show in this view.

user1

- Inbox
- Drafts
- Sent Items
- Deleted Items
- Junk Email
- Notes

In-Place Archive - user1

Deleted items

Lab – 24: Creating Public Folder Mailbox and Public Folder

Objective:

To manage Public Folder Mailbox and Public Folders for sharing resources

Pre-requisites:

Before working on this lab, you must have

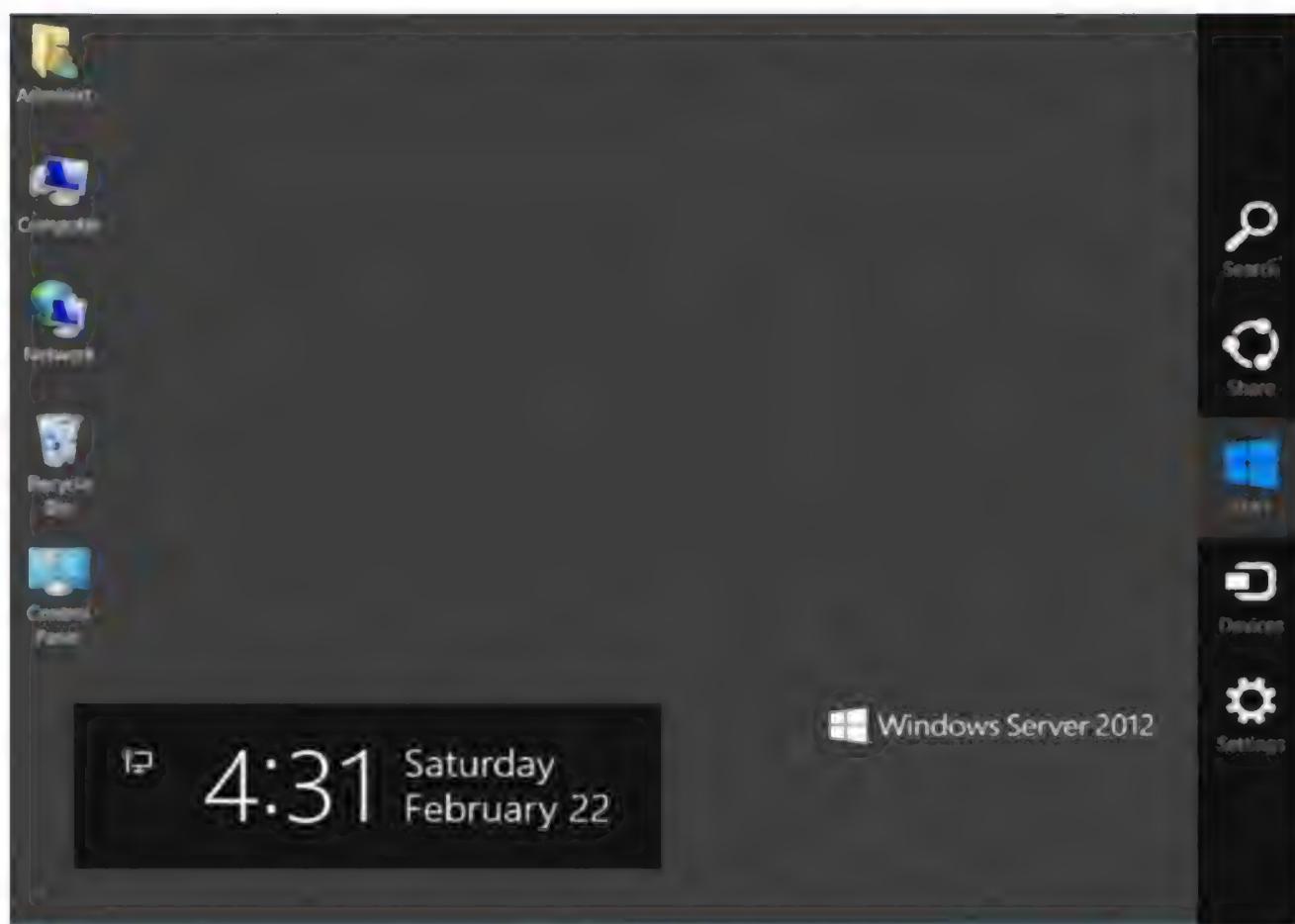
- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.
- A computer running Windows 7 with MS Office 2013 installed.

Topology:**SRV1****SRV2****Domain Controller****Client**

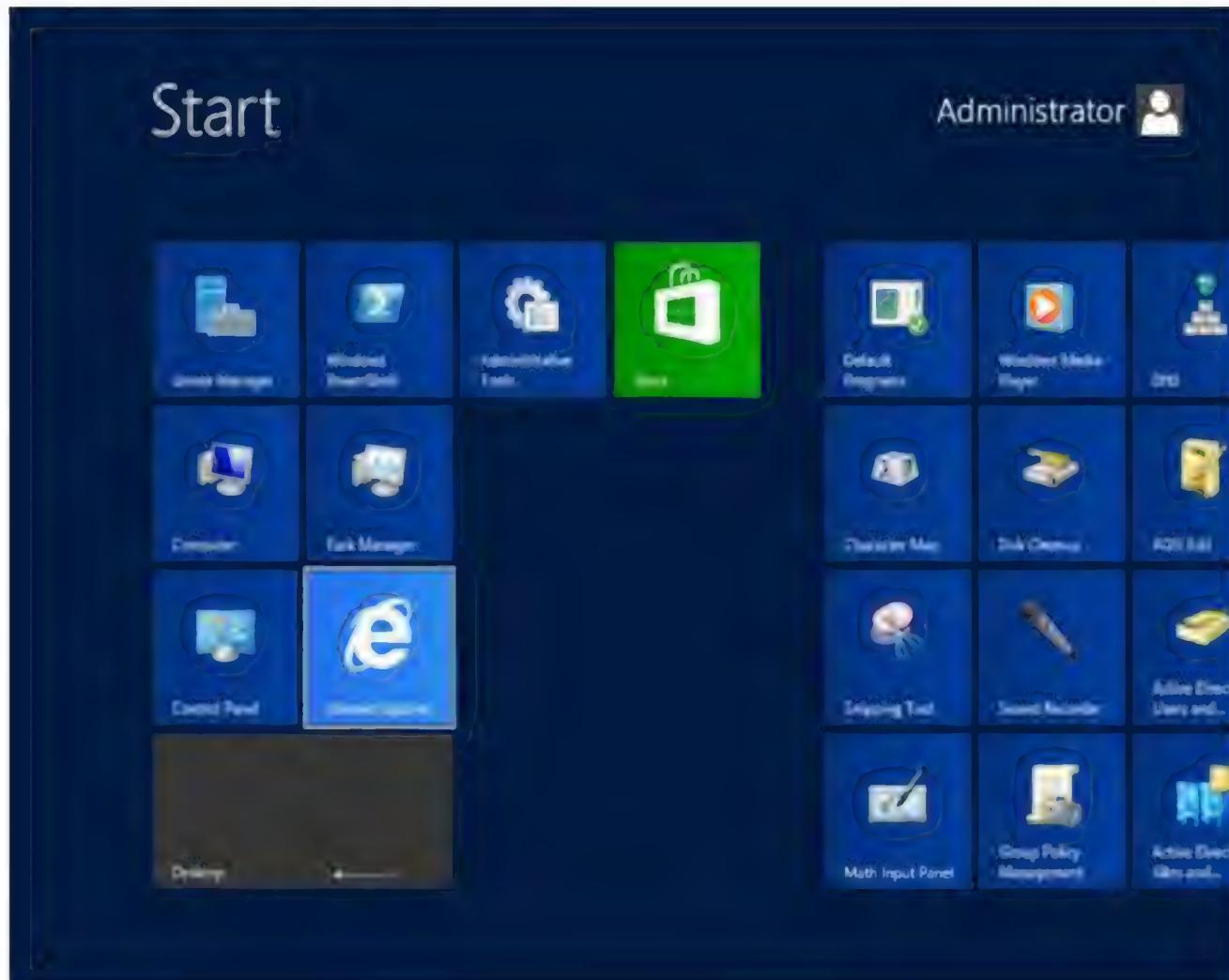
IP Address	10.0.0.1	IP Address	10.0.0.2
Subnet Mask	255.0.0.0	Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1	Preferred DNS	10.0.0.1

Steps:

- Start



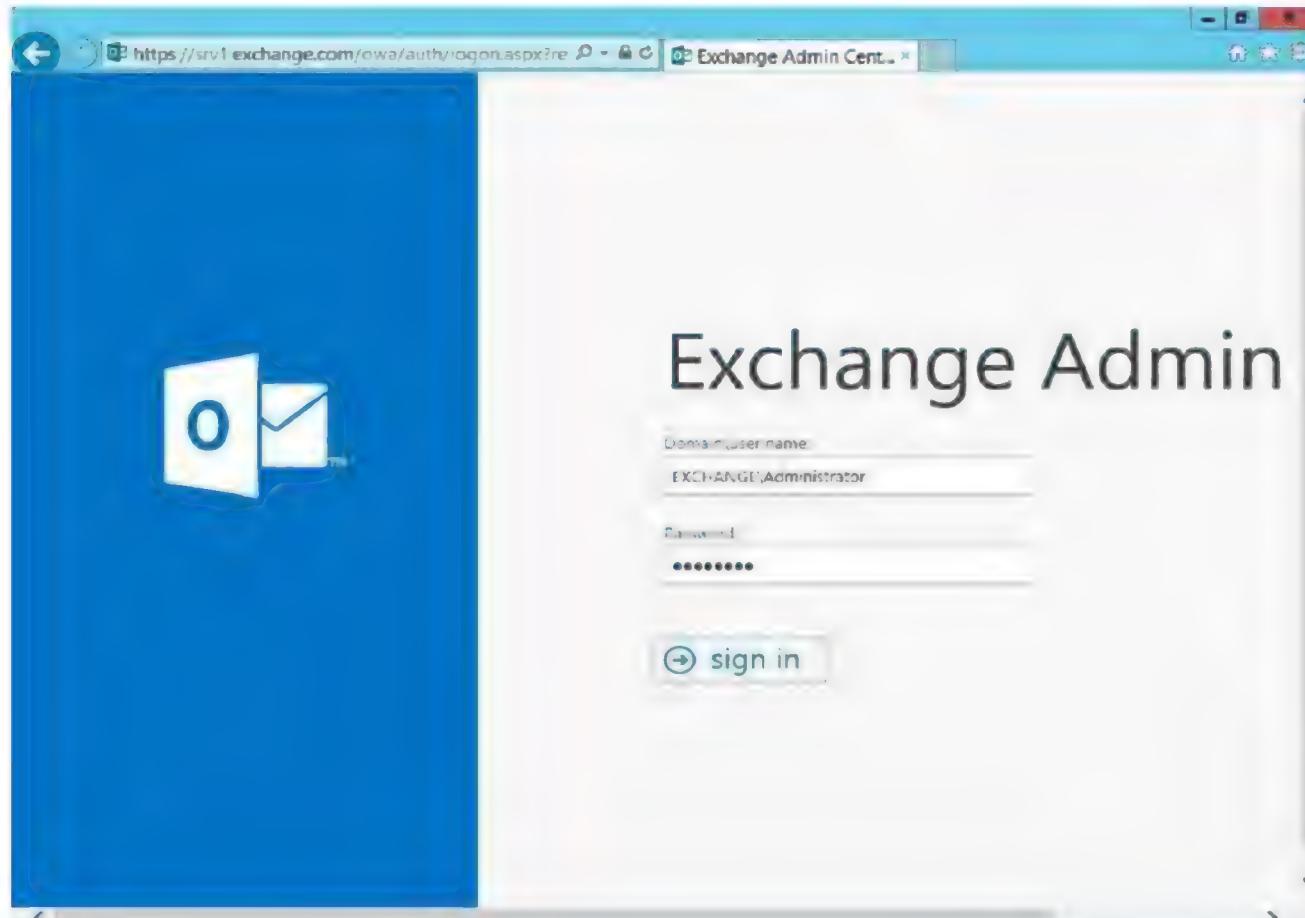
- Open Internet Explorer



- Enter the address **https://FullyQualified Domain Name / Virtual Directory Name**
(Ex: https://srv1.exchange.com/ecp)



- Enter User Name and Password→click sign in



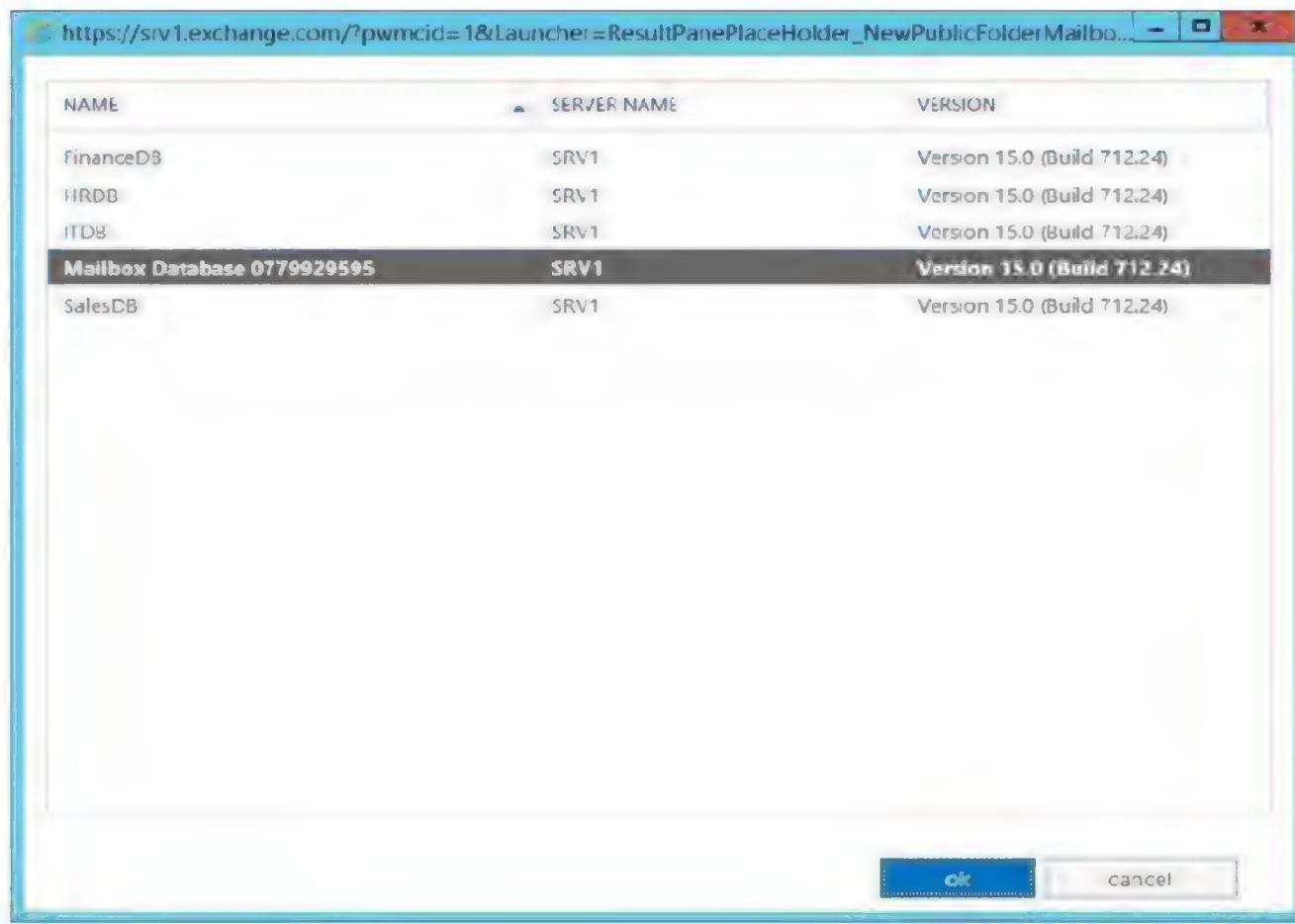
- In EAC→select **Public Folders**→select **Public Folder Mailbox**→click **New Public Folder Mailbox**

The screenshot shows the Exchange Admin Center interface. The top navigation bar has tabs for 'recipients', 'public folders' (which is selected), and 'public folder mailboxes'. On the left, there's a sidebar with links like 'public folders' (selected), 'unified messaging', 'servers', and 'hybrid'. The main content area shows a table with one row selected, containing the name 'Public Mailbox'. A tooltip for the 'CONTAINS' column says 'Primary Hierarchy'. At the bottom, there's a status bar with the URL 'https://srv1.exchange.com/ecp/PublicFolders/PublicFoldersMailboxes.aspx?showhelp=false'.

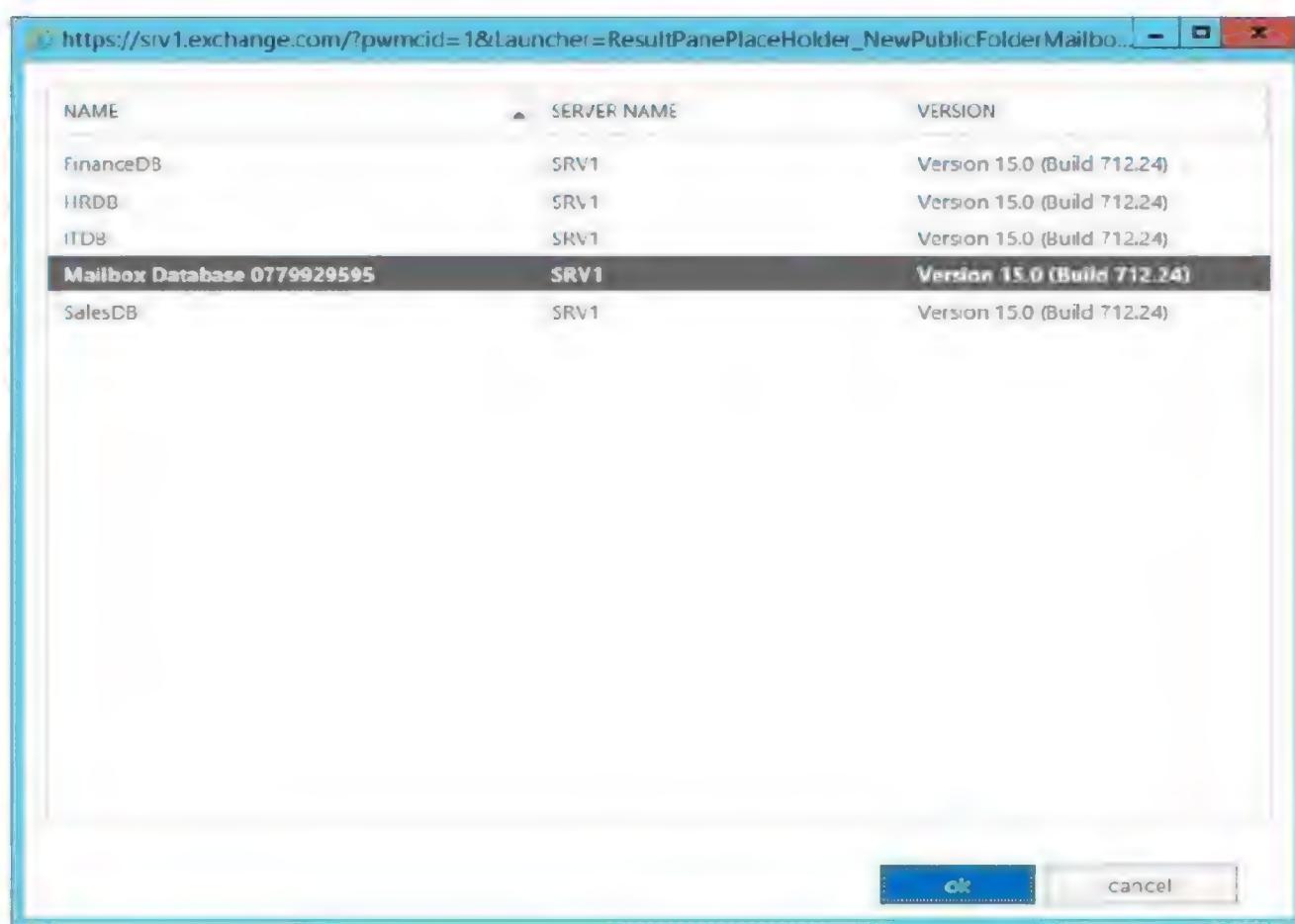
- Enter **Public Folder Mailbox Name** (Ex:-**Public Folder Mailbox**)→click **Browse**

The screenshot shows the 'new public folder mailbox' dialog box. It has fields for 'Name' (containing 'Public Folder Mailbox'), 'Organizational unit' (with a 'browse...' button), and 'Mailbox database' (with a 'browse...' button). A tooltip on the right side of the database field says: 'If you don't select a database, one will be automatically selected for you.' At the bottom are 'save' and 'cancel' buttons, and a zoom level indicator of '110%'. The URL in the address bar is 'https://srv1.exchange.com/?pwmcid=1&ReturnObjectType=1'.

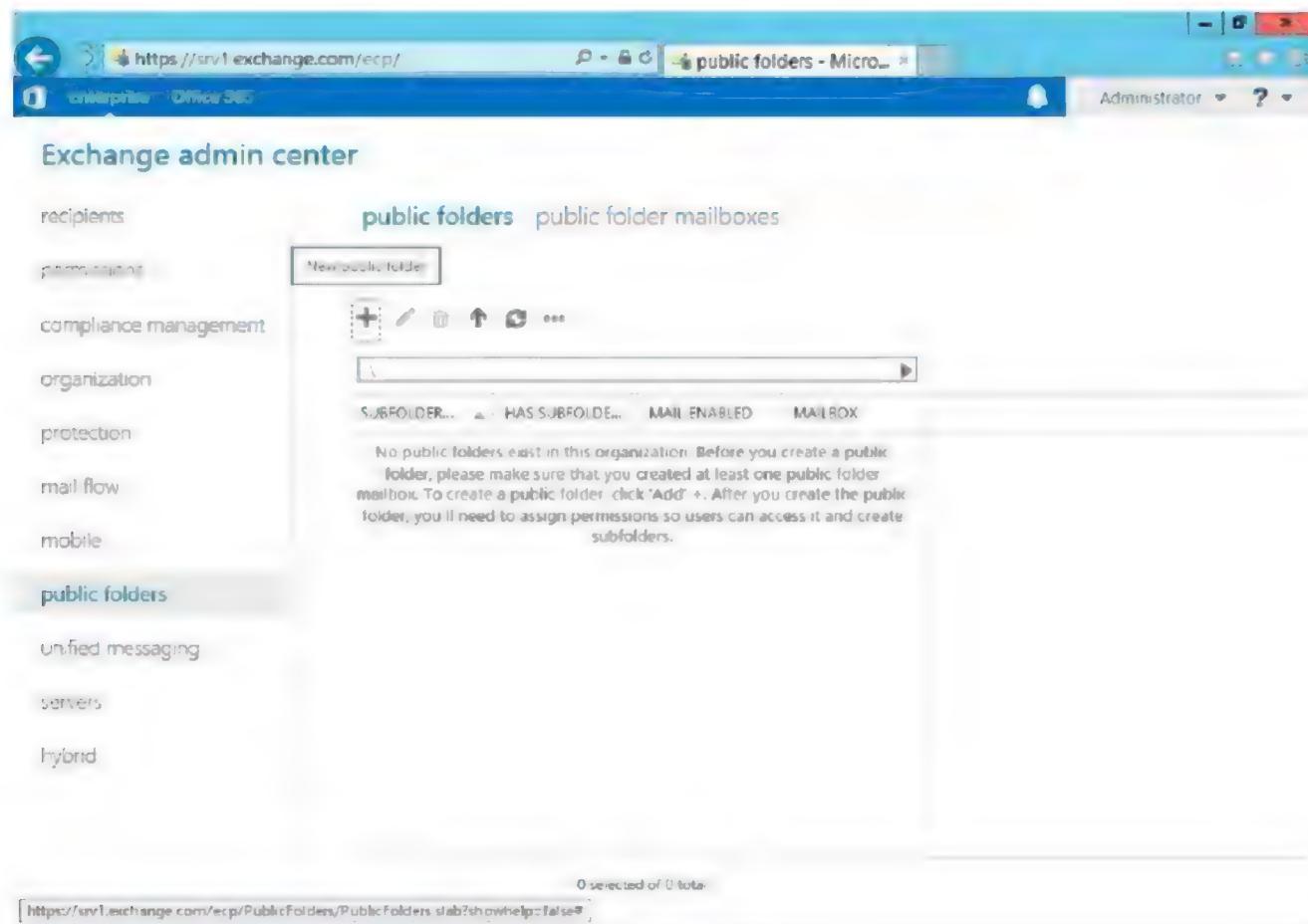
- Select Database (Ex:-Mailbox Database)→click Ok



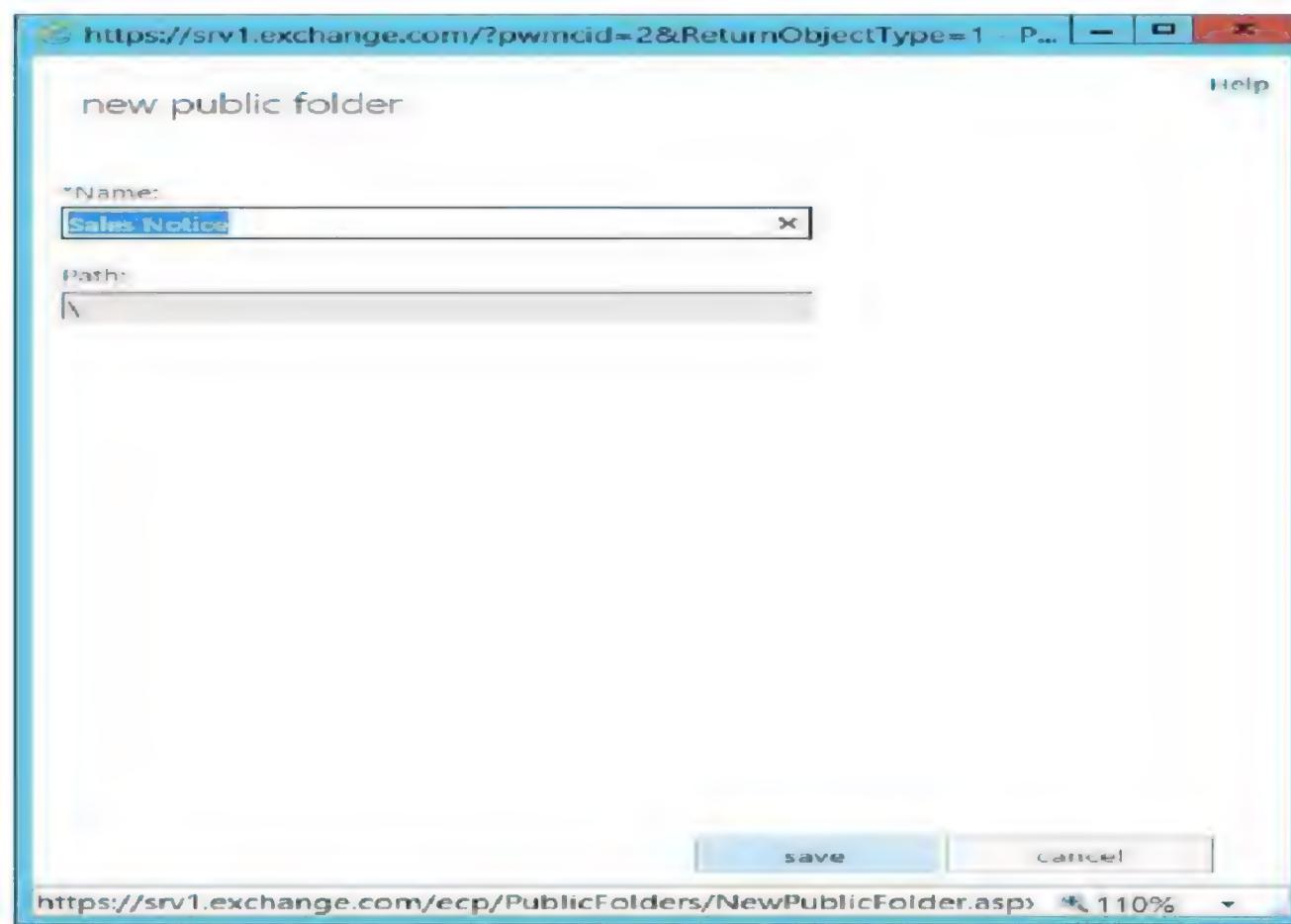
- Click Save



- Select Public Folders Tab→click New Public Folder

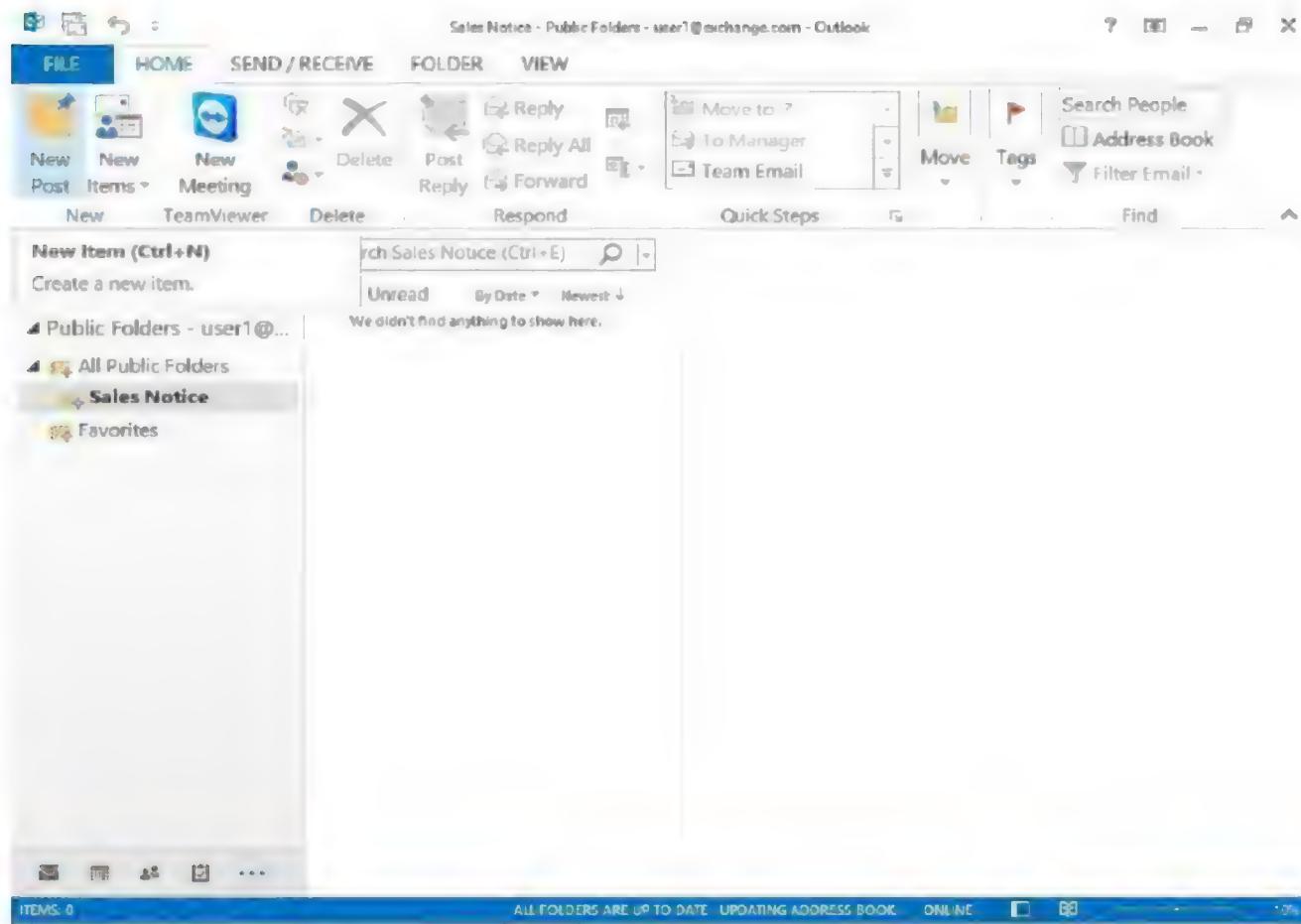


- Enter Public Folder name (Ex:-Sales Notice)→click Save

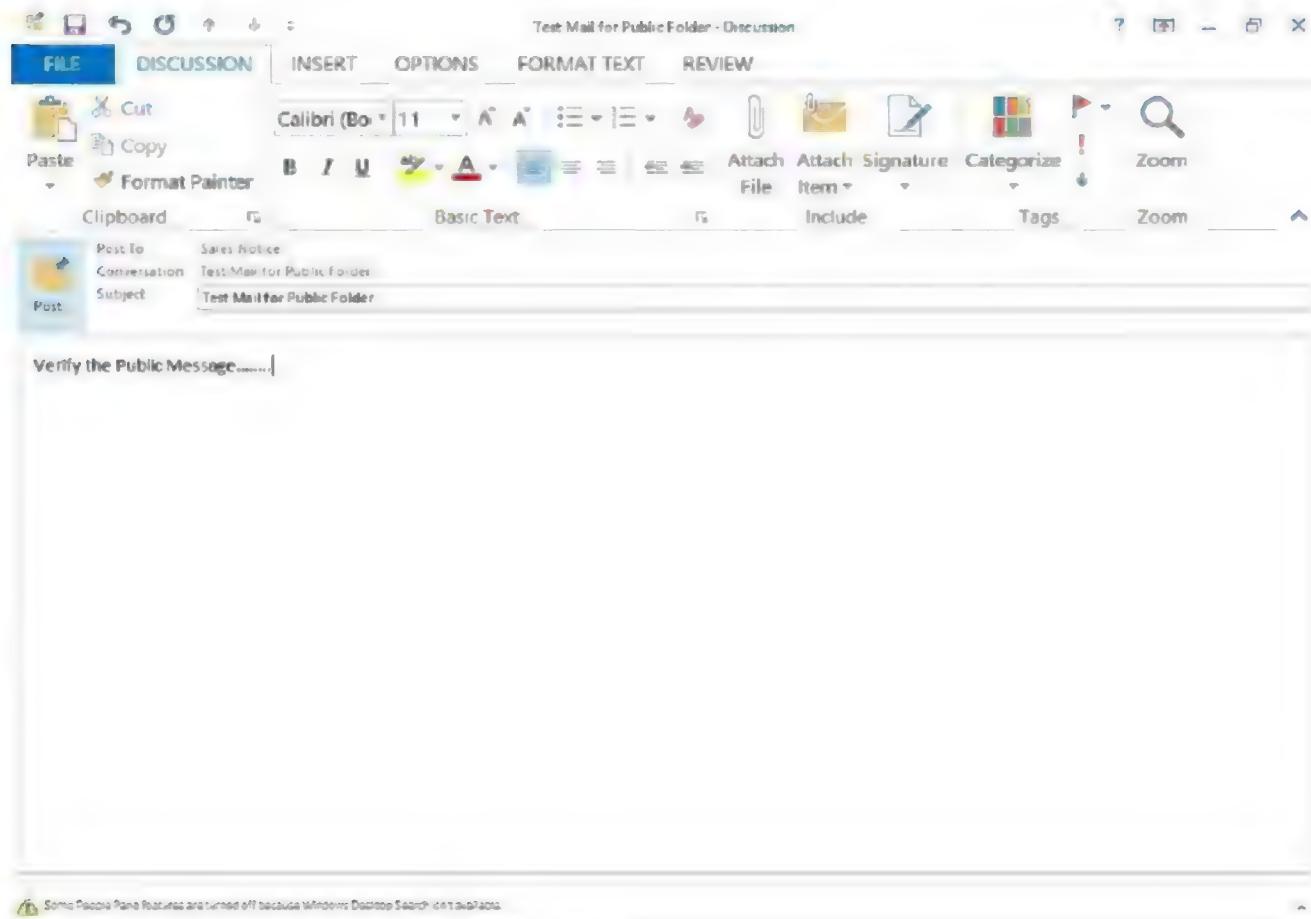


Verification:

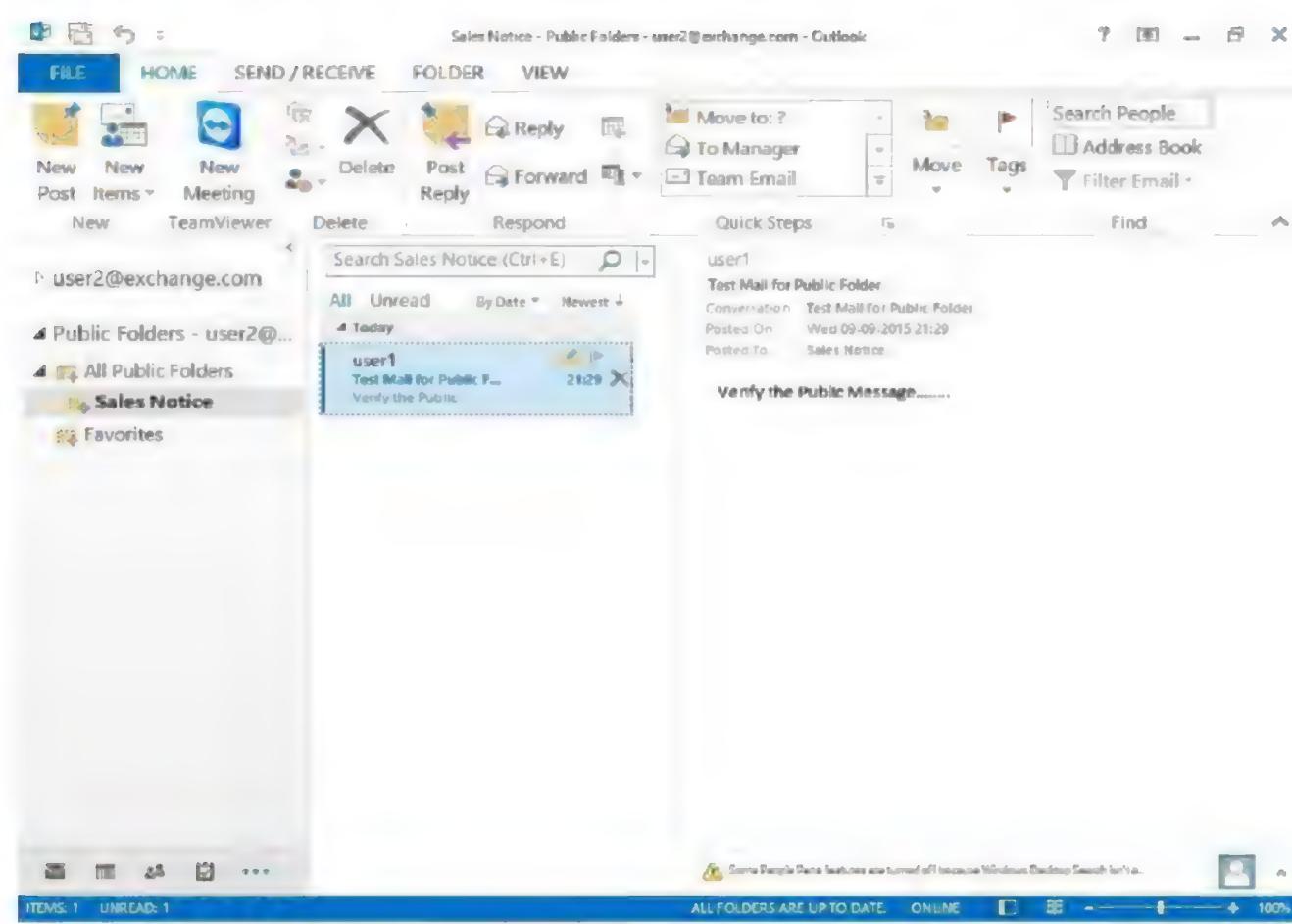
- Login as user (Ex:-User1) in MS Office Outlook → expand Public Folders, All Public Folders → select Sales Notice → select New Post



- Enter Subject and Message → click Post



Login as user (Ex:-User2) in MS Office Outlook→access Public Folder Message



Lab – 25: Enabling Malware Filter

Objective:

To prevent malicious emails from reaching Exchange users

Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.
- A computer running Windows 7 with MS Office 2013 installed.

Topology:**SRV1****SRV2****Domain Controller****Client**

IP Address 10.0.0.1

IP Address 10.0.0.2

Subnet Mask 255.0.0.0

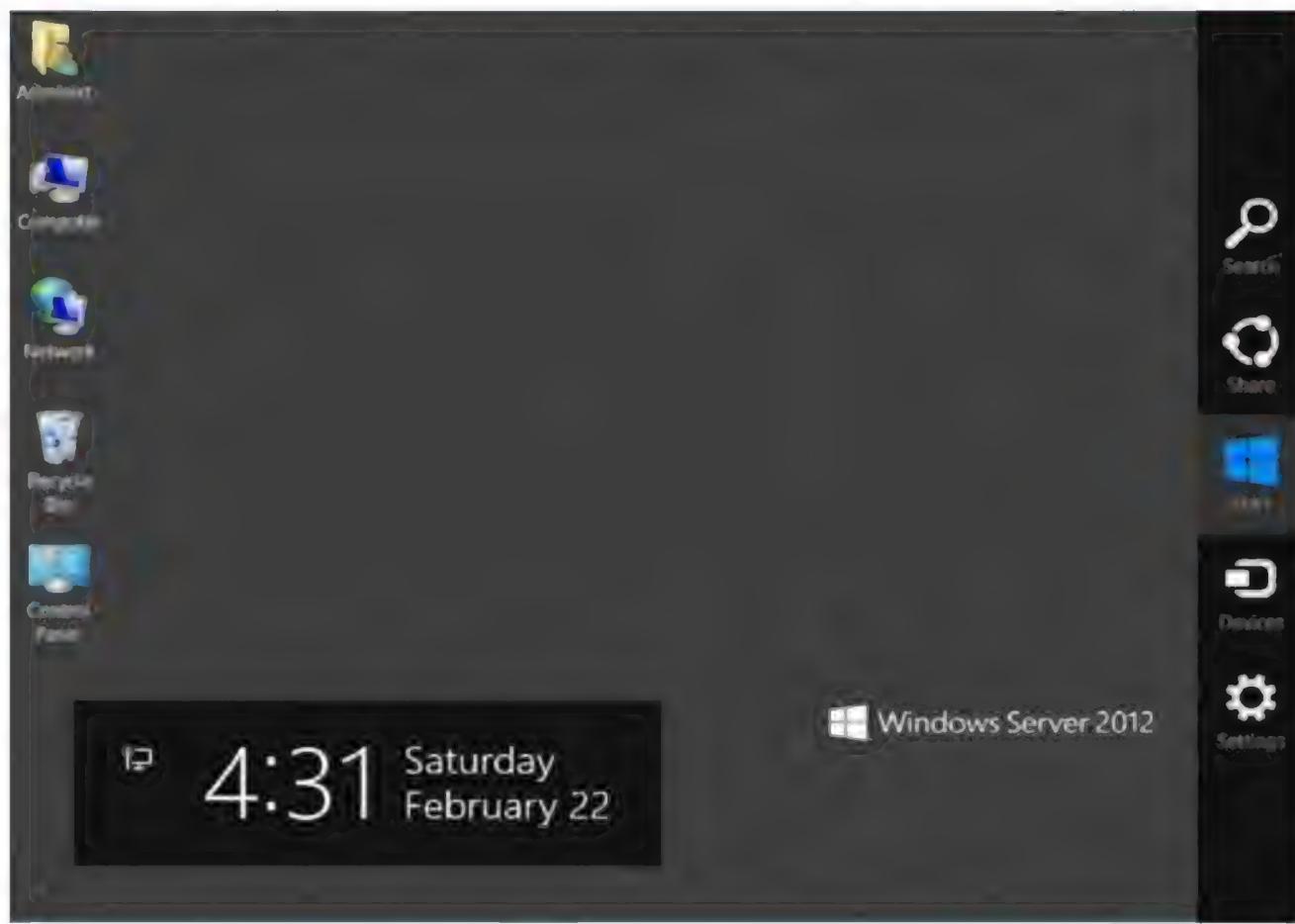
Subnet Mask 255.0.0.0

Preferred DNS 10.0.0.1

Preferred DNS 10.0.0.1

Steps:

- Start



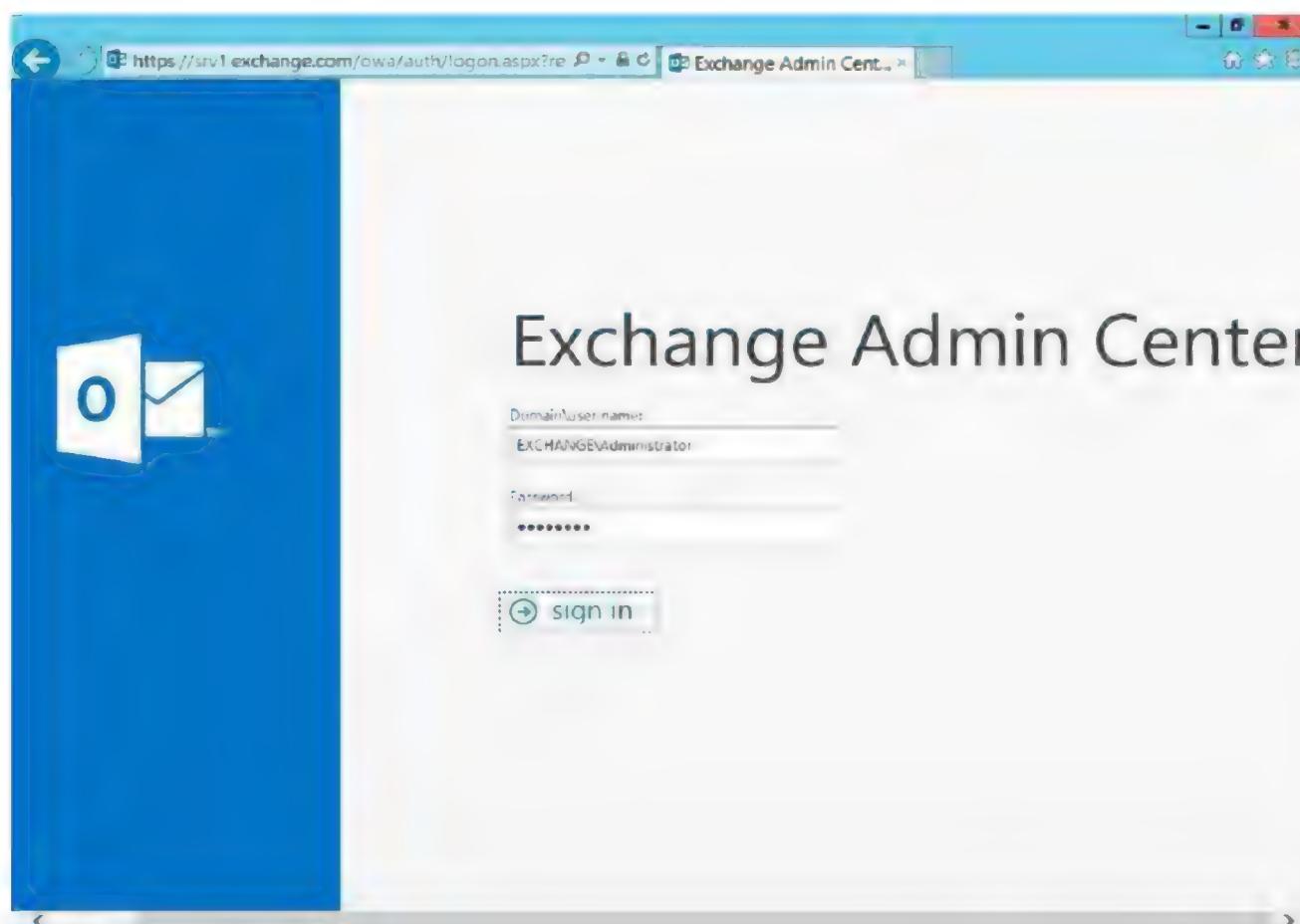
- Open Internet Explorer



- Enter the address **https://FullyQualified Domain Name / Virtual Directory Name**
(Ex: https://srv1.exchange.com/ecp)



- Enter User Name and Password→click sign in



- In EAC→select Protection→click Edit

The screenshot shows the Exchange admin center interface. On the left, there's a navigation menu with options like recipients, permissions, compliance management, organization, protection (which is selected), mail flow, mobile, public folders, unified messaging, servers, and hybrid. The main area is titled "malware filter" and contains a table with one row labeled "Default". The table has columns for "ENABLED", "NAME", and "PRIORITY". The "Default" row is highlighted with a dark background. To the right of the table, there's a "Summary" section with details about the filter's configuration.

ENABLED	NAME	PRIORITY
Enabled	Default	Lowest

Summary

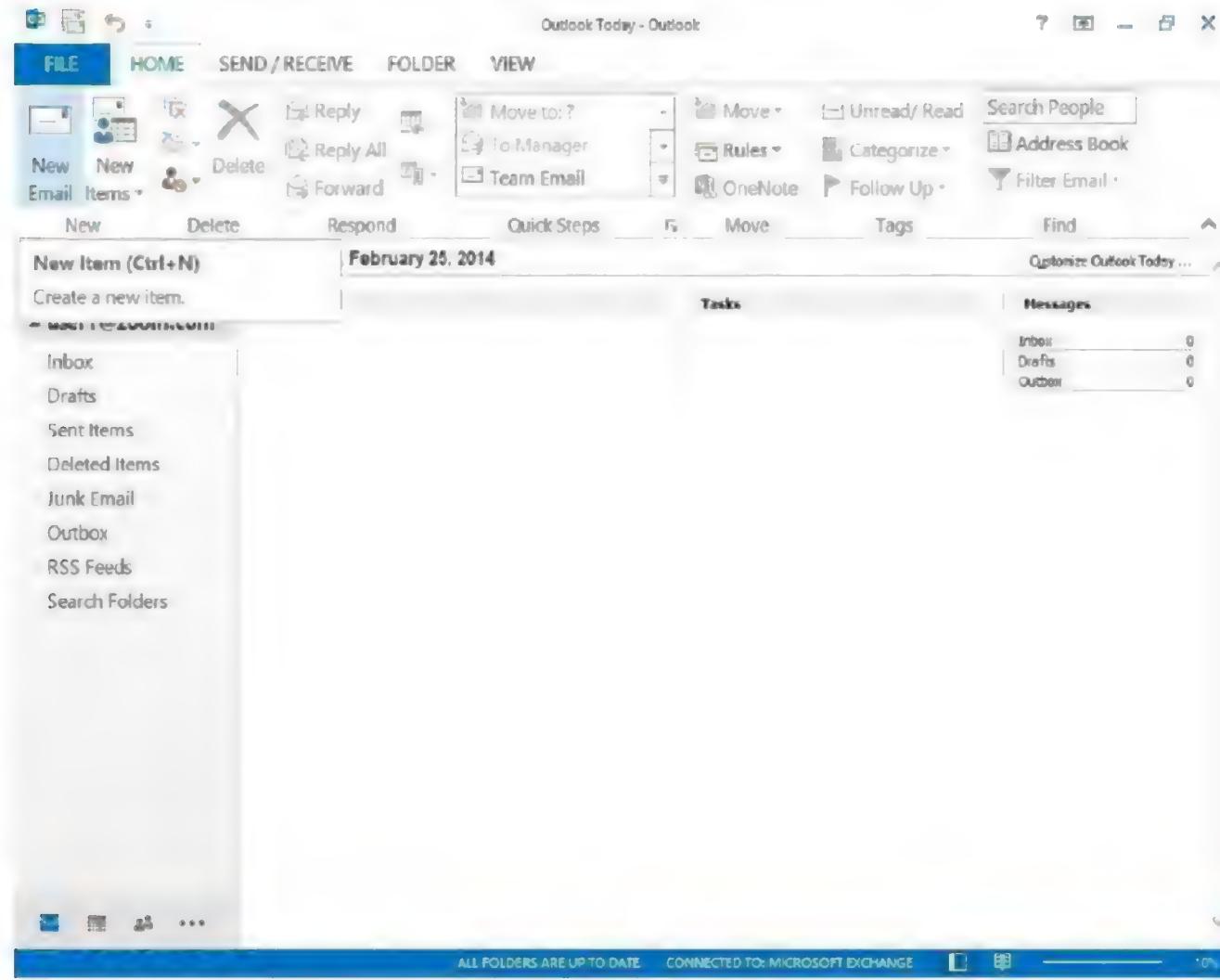
- Malware detection response: Delete the entire message
- Sender notifications: None
- Administrator notifications: None
- Customized notification text: Not configured

- Select settings→click delete attachments→check Notify Internal & External Senders→enter email address (Ex:-administrator@exchange.com)→click Save

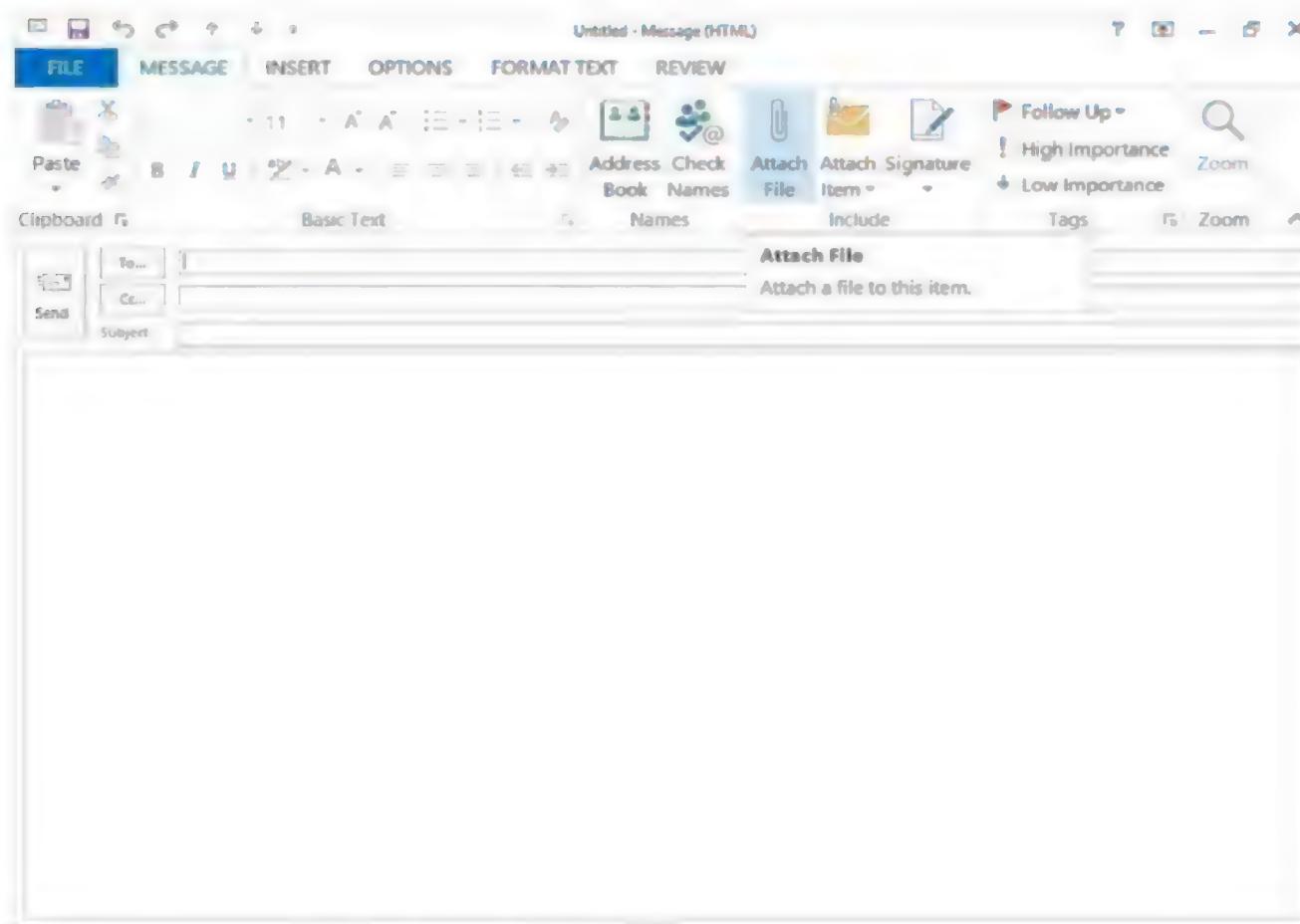
This screenshot shows a Microsoft Internet Explorer window displaying the settings for a malware filter named "Default". The "general" tab is selected. Under "Malware Detection Response", the "Delete all attachments and use default alert text" option is selected. In the "Notifications" section, both "Notify internal senders" and "Notify external senders" checkboxes are checked. Below that, under "Administrator Notifications", the "Notify administrator about undelivered messages from internal senders" checkbox is checked, and the "Administrator email address" field contains the value "Administrator@exchange.com". At the bottom of the dialog, there are "save" and "cancel" buttons, and a zoom level indicator of "110%".

Verification:

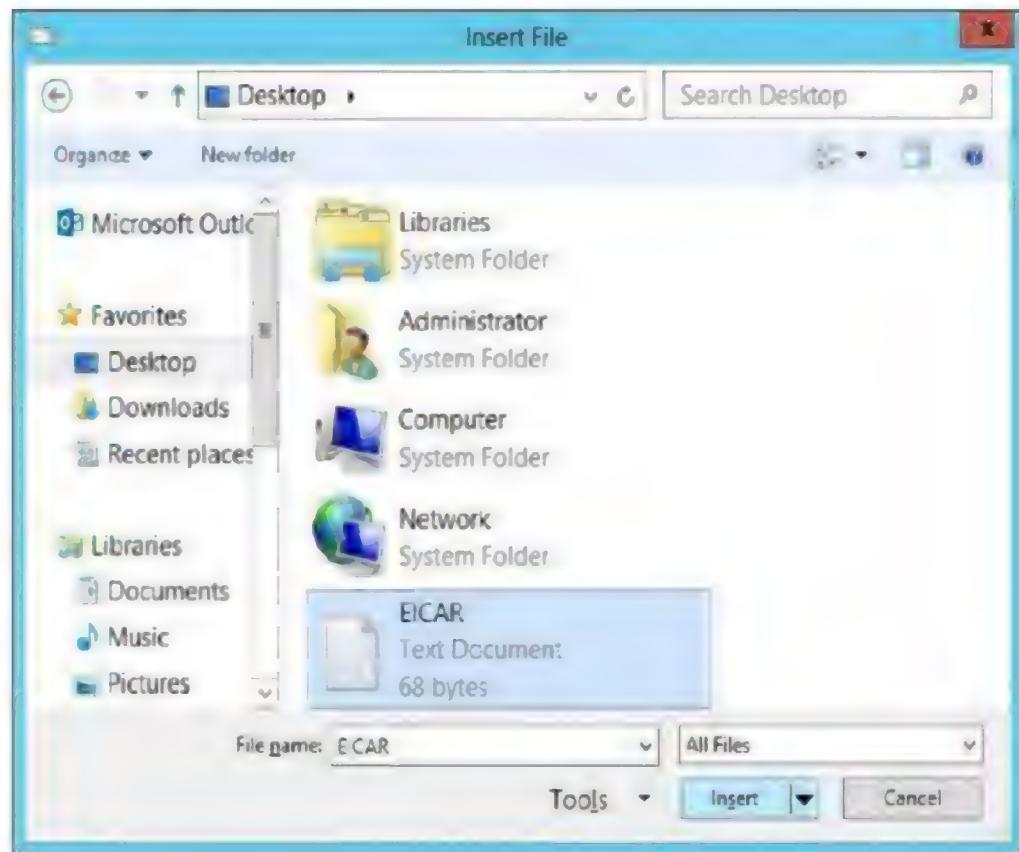
- Login as user (Ex:-User1) in MS Office Outlook→click New Mail



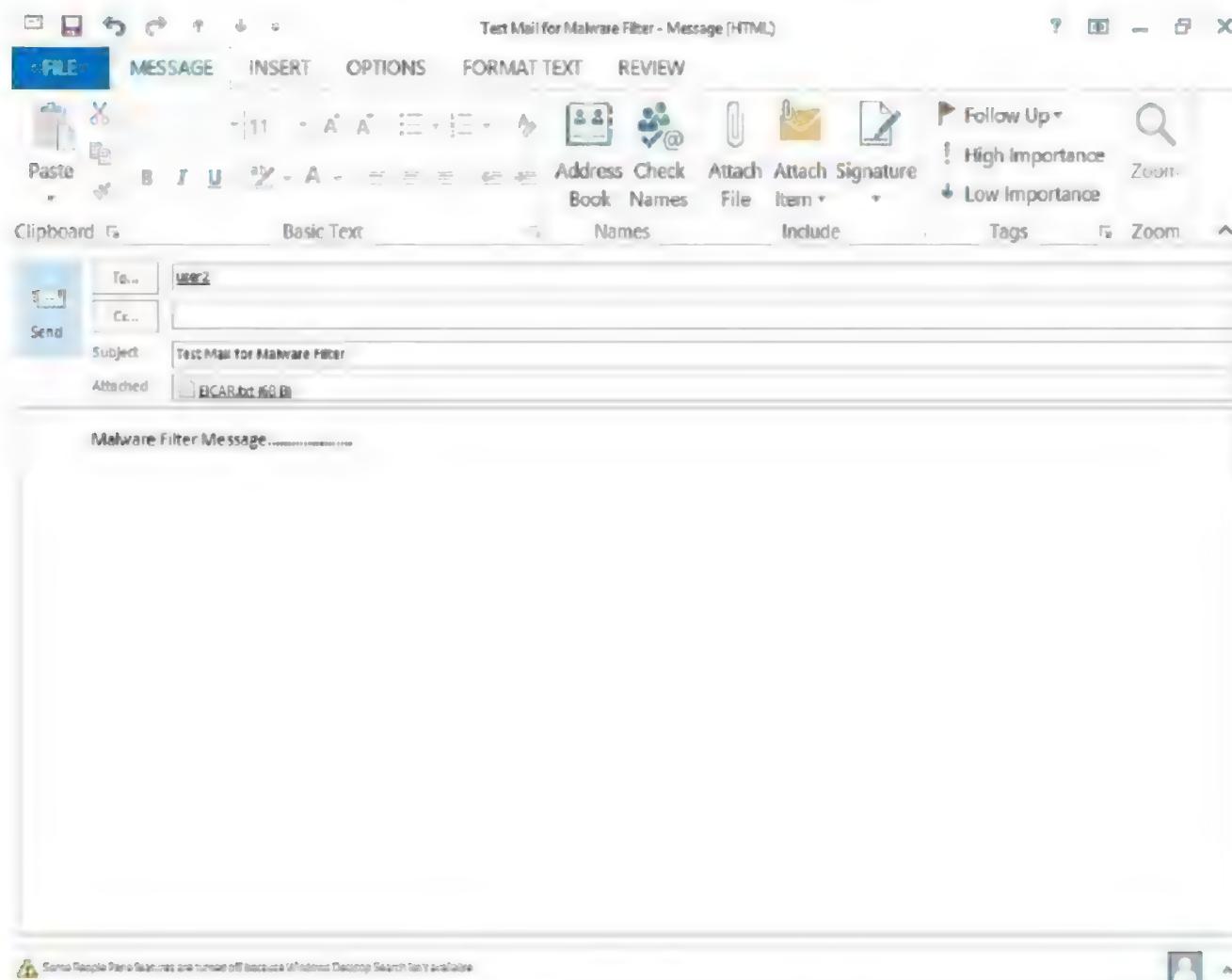
- Click Attach File



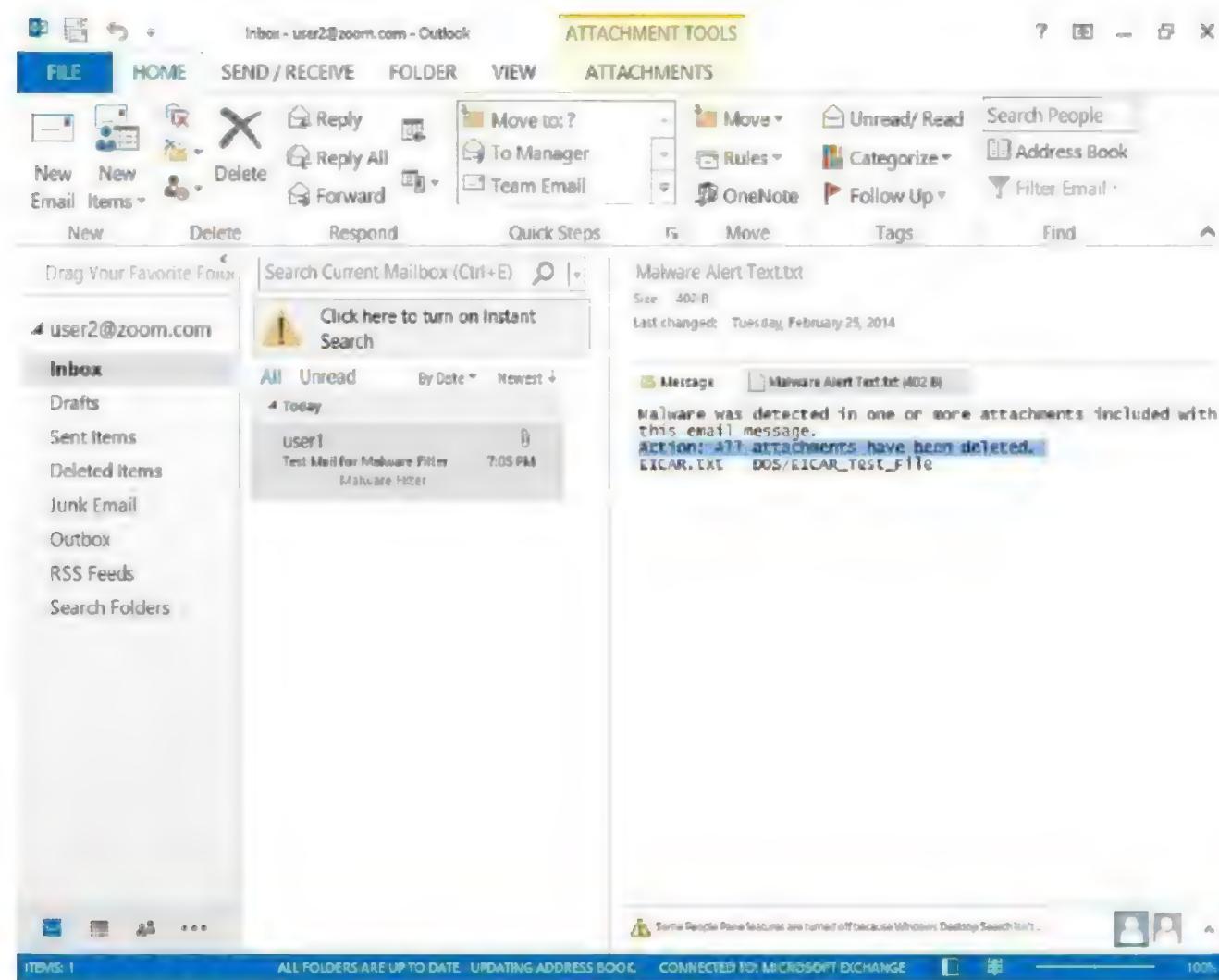
- Select EICAR file→click Insert



- Enter user in To tab (Ex:-User2)→enter subject→click Send



- Login as user (Ex:-User2)→open EICAR file & verify the notification from Exchange



Lab – 26: Configuring High Availability for Exchange 2013

Objective:

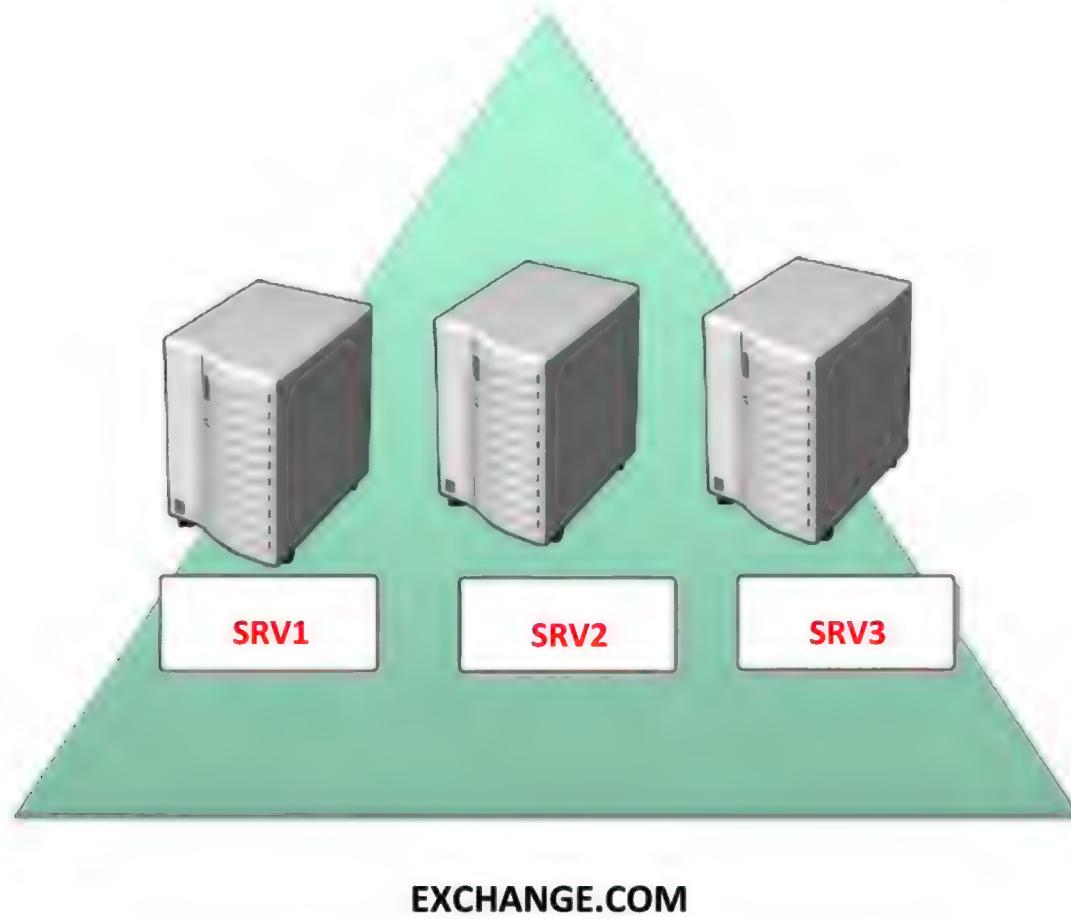
To configure High Availability Services for Exchange Server 2013, so that mail service is available 100% of the time

Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Client Access Server installed.
- Two computers running Windows 2012 Server Member Servers with Mailbox Servers installed.

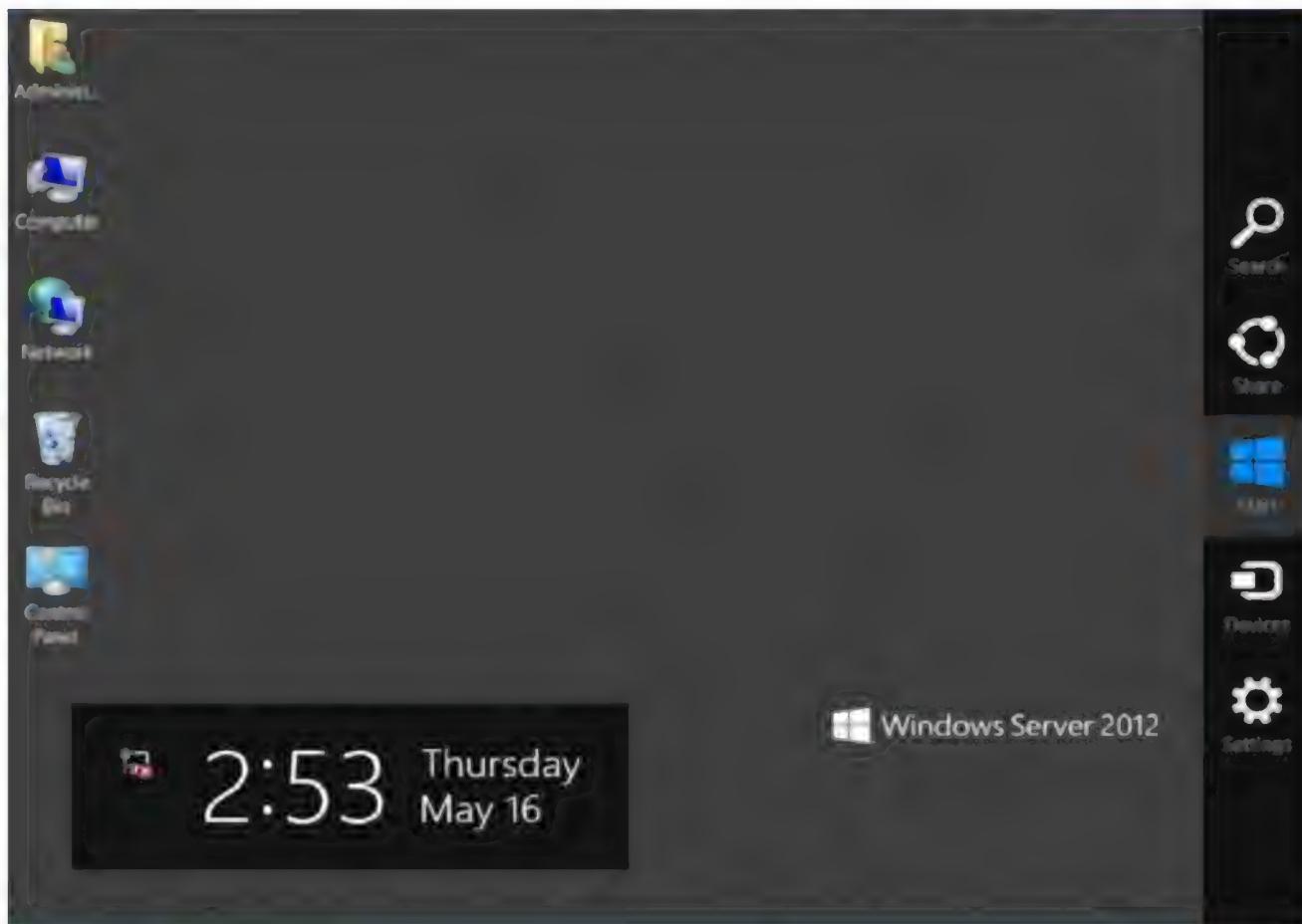
Topology:



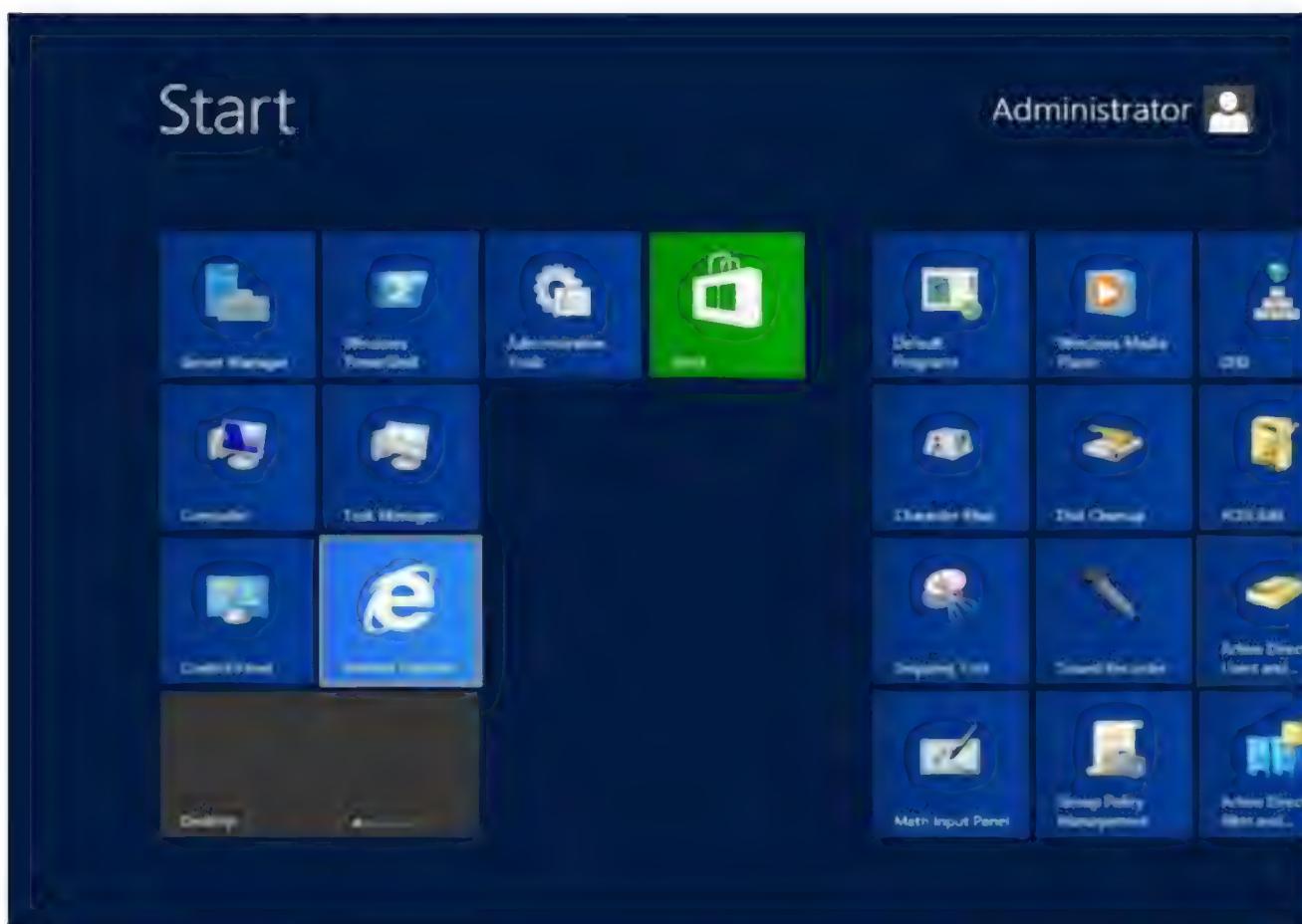
SRV1		SRV2		SRV3	
Domain Controller		Member Server		Member Server	
IP Address	10.0.0.1	IP Address	10.0.0.2	IP Address	10.0.0.3
Subnet Mask	255.0.0.0	Subnet Mask	255.0.0.0	Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1	Preferred DNS	10.0.0.1	Preferred DNS	10.0.0.1

Steps: Creating Database Availability Group

- Start



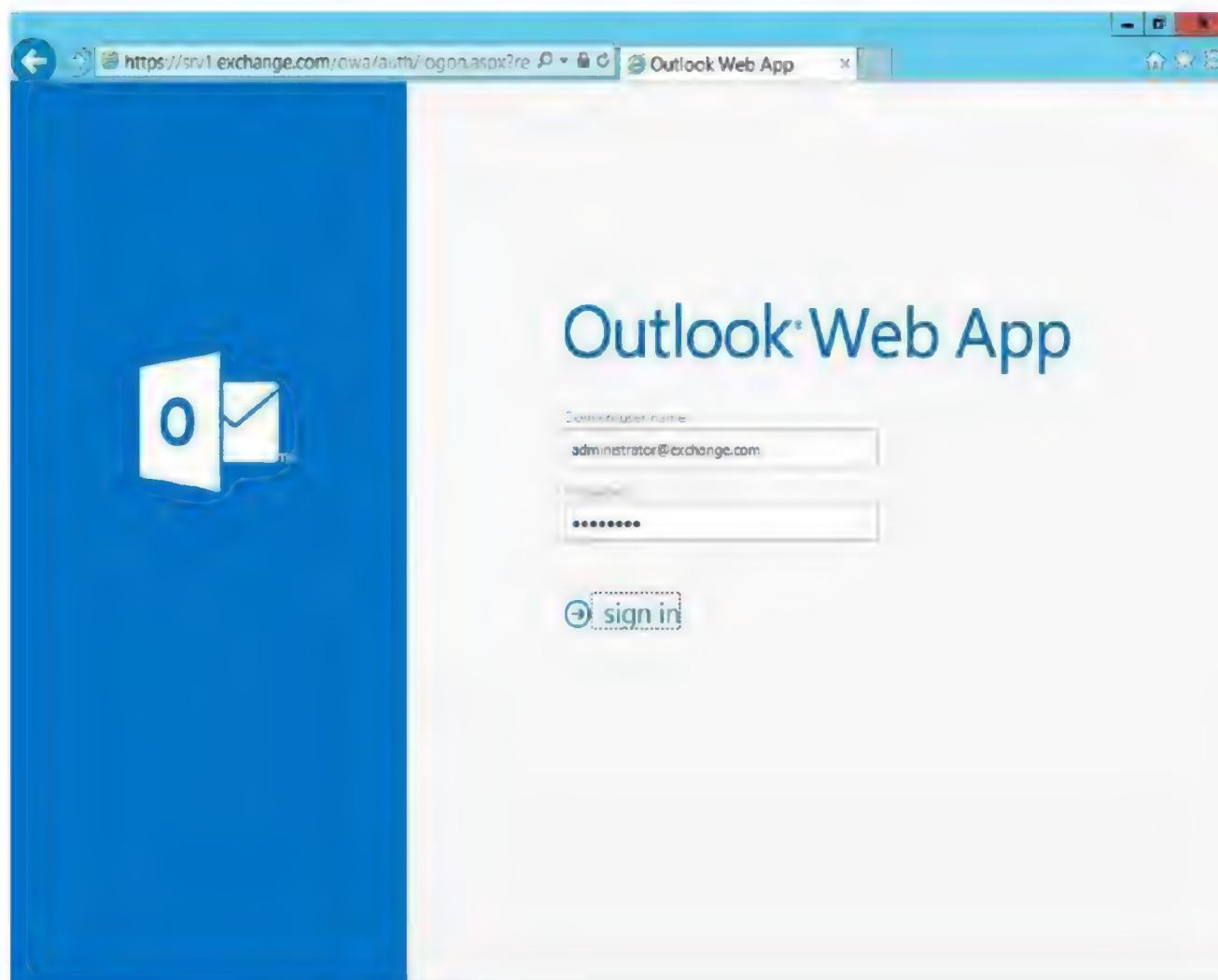
- Open Internet Explorer



- Enter the address **https://FullyQualified Domain Name / Virtual Directory Name**
(Ex: https://srv1.exchange.com/ecp)



- Enter User Name and Password→click sign in



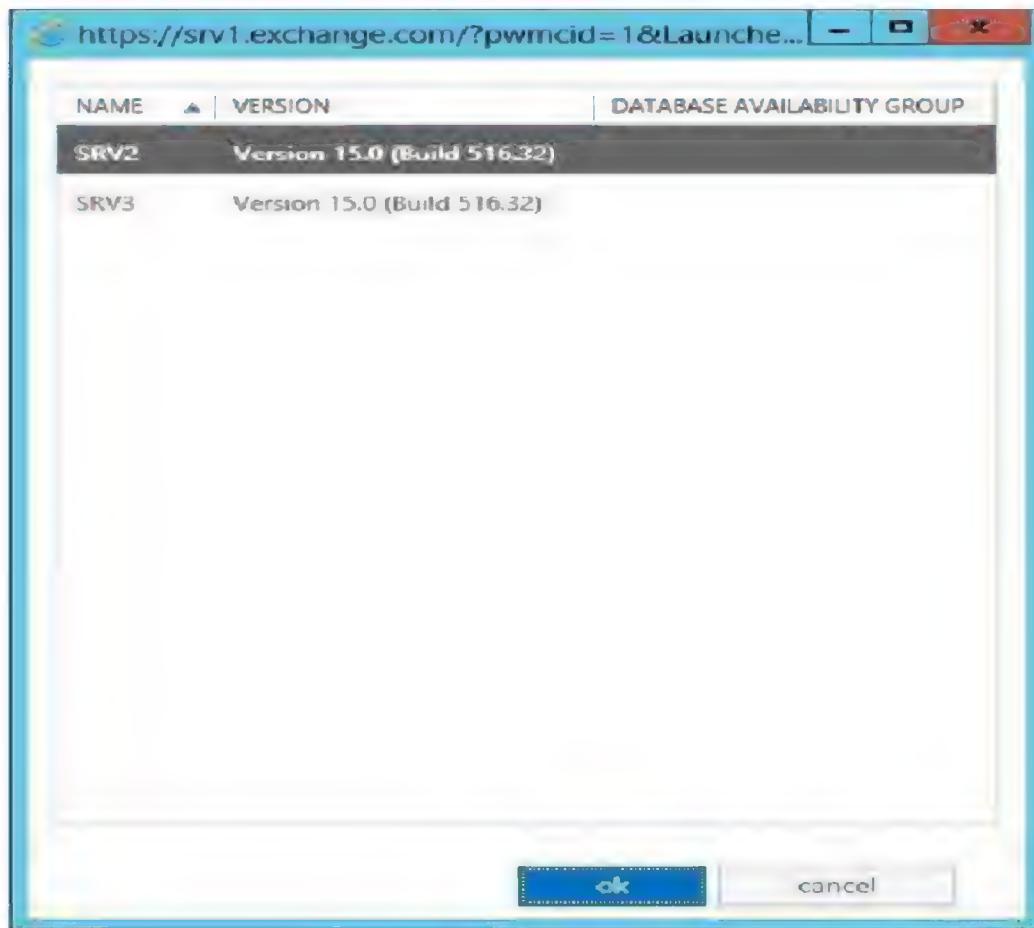
- In EAC→Click Servers Feature→select Databases Tab→click New(+)

The screenshot shows the Exchange Admin Center (EAC) interface. The left navigation pane includes links for recipients, users, compliance management, organization, protection, mail flow, mobile, public folders, unified messaging, and servers. The 'servers' link is currently selected. The main content area displays the 'databases' tab, which lists two existing Mailbox Databases: 'Mailbox Database 0154472889' and 'Mailbox Database 0154472890'. Both databases are active on server SRV3 and are mounted. On the right side, there is a detailed view for the selected database, showing it is active and mounted on SRV3. The URL in the browser is https://srv1.exchange.com/ecp/.

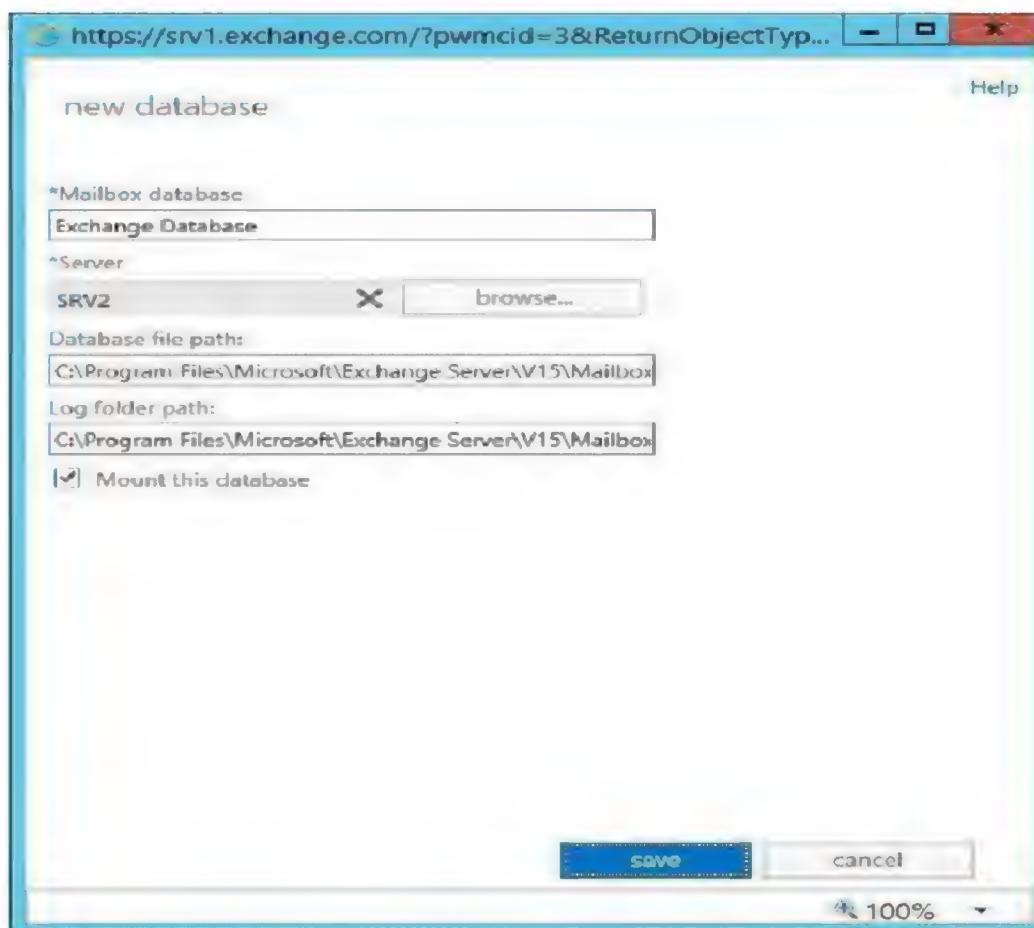
- Enter Database Name (Ex: Exchange Database)→click Browse

The screenshot shows the 'new database' dialog box. It has fields for 'Mailbox database' (containing 'Exchange Database'), 'Server' (with a 'browse...' button), 'Database file path' (empty), and 'Log folder path' (empty). A checkbox labeled 'Mount this database' is checked. At the bottom are 'save' and 'cancel' buttons, and a zoom control set to 100%.

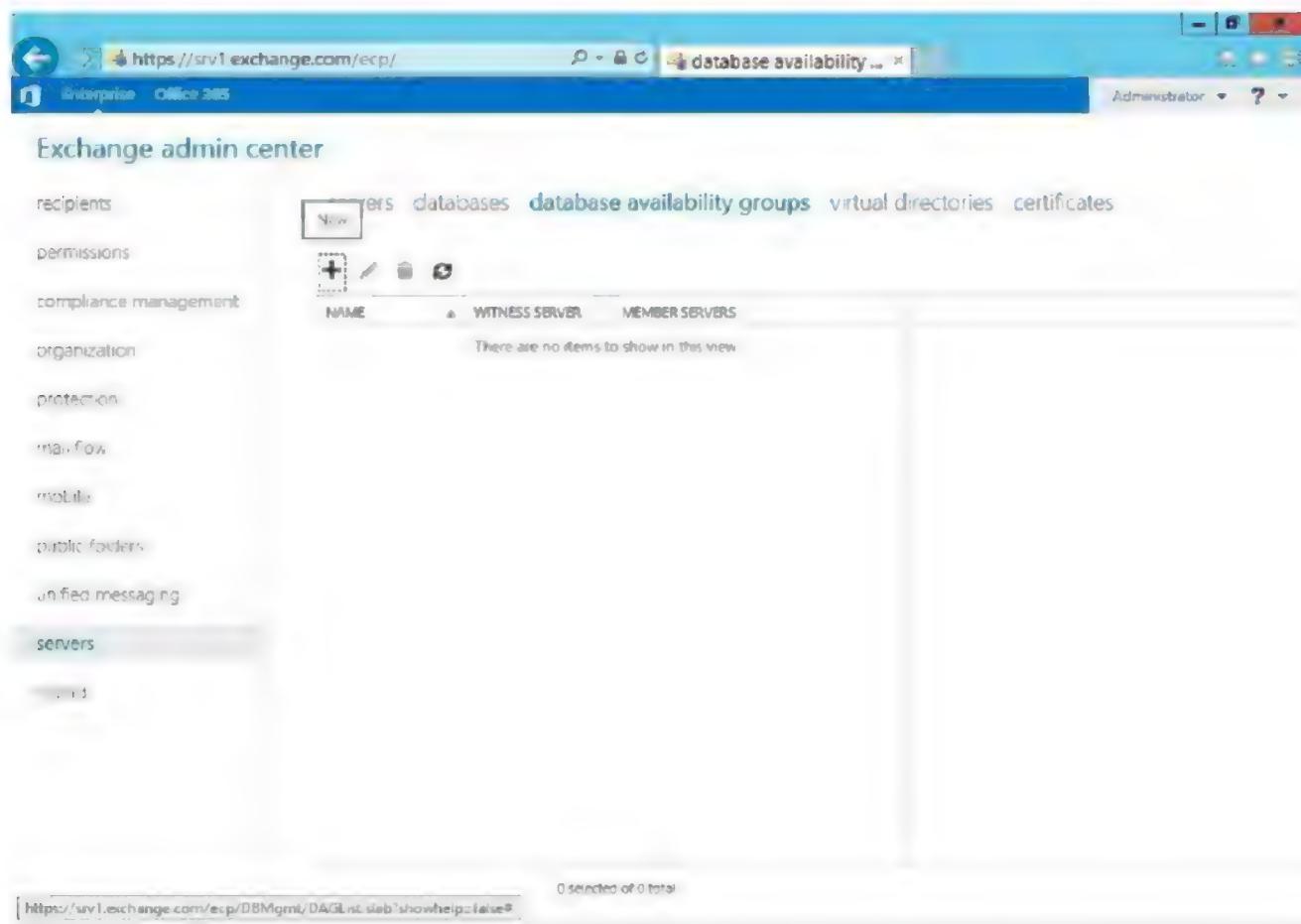
- Select Mailbox Server (Ex:SRV2)→click Ok



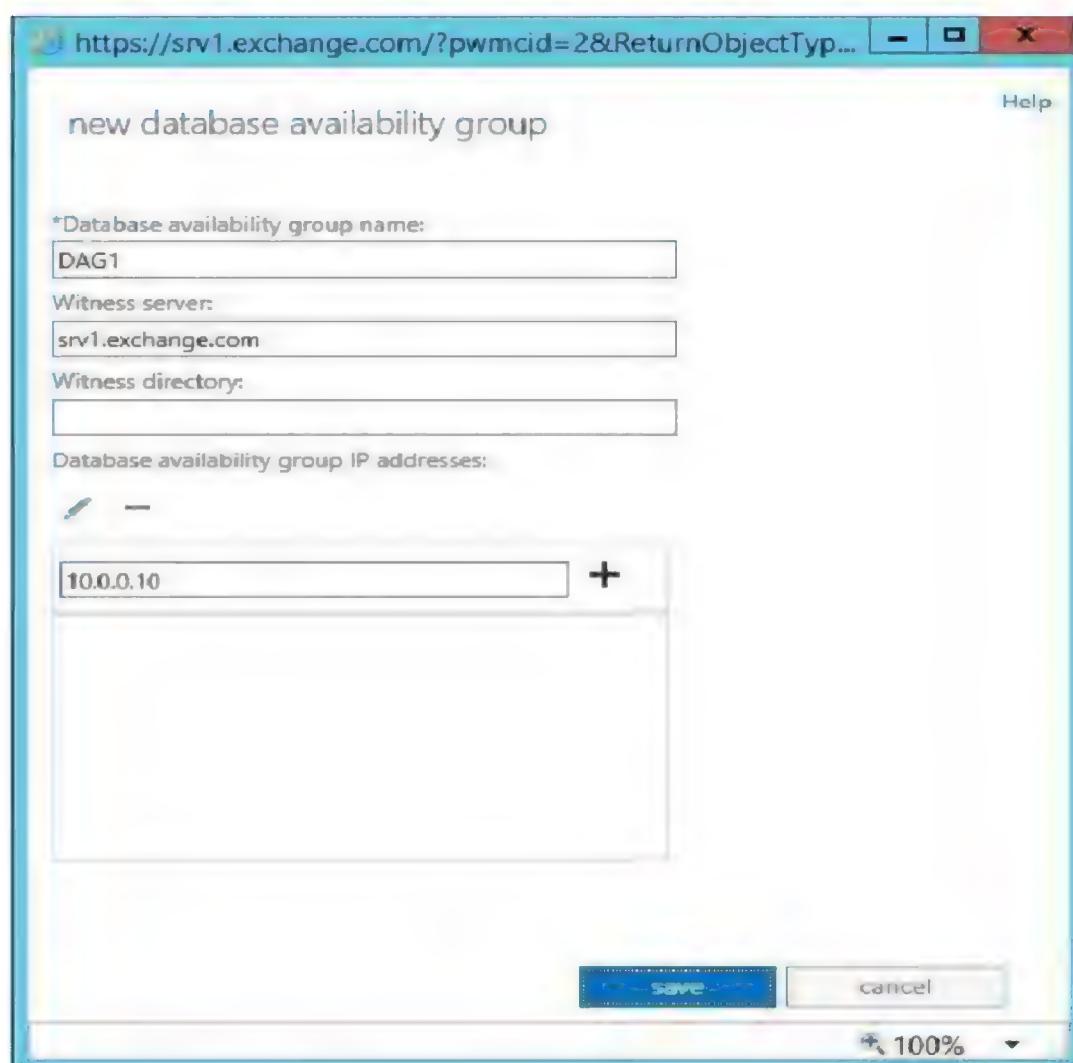
- Click Save



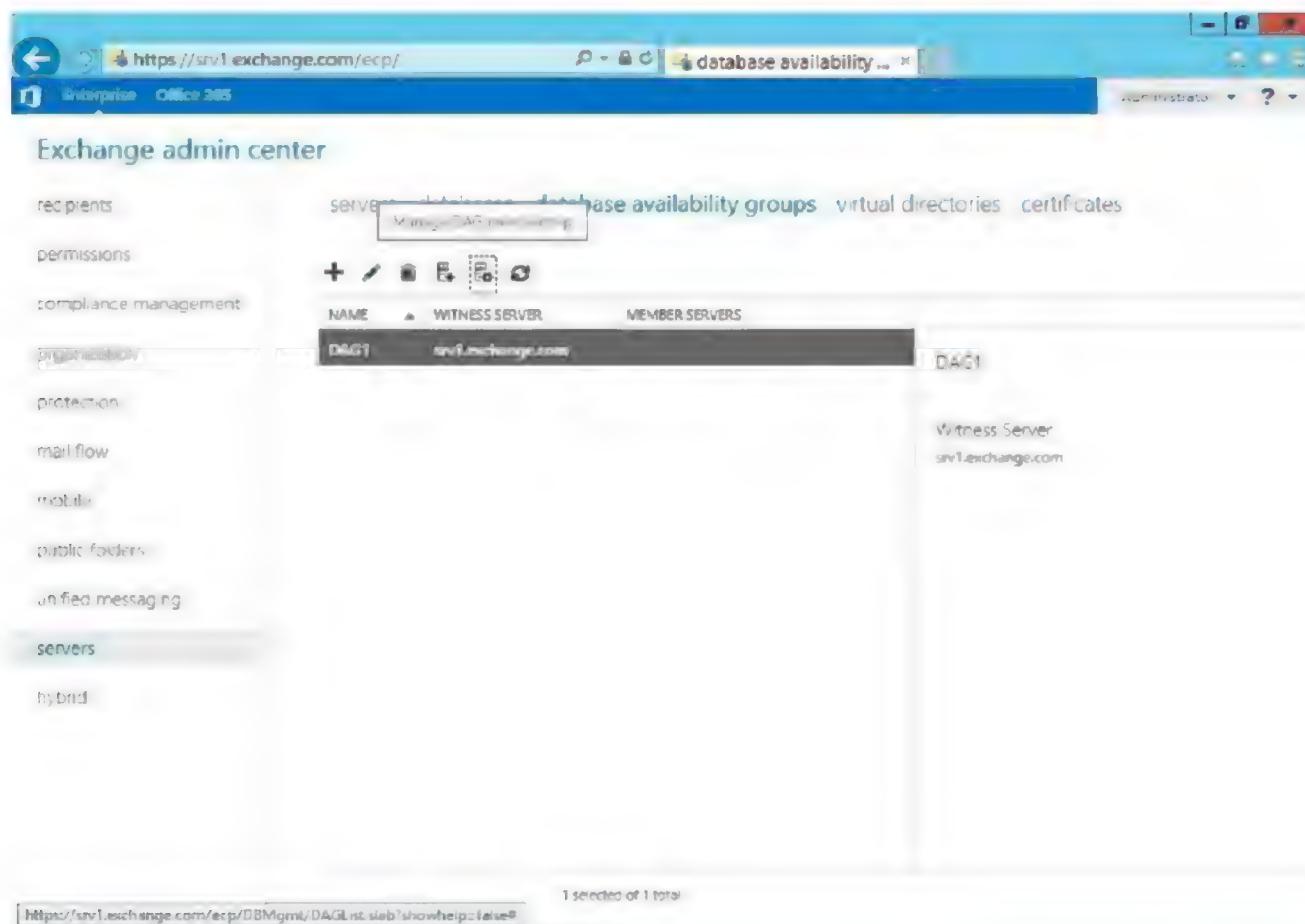
- Select Database Availability Groups Tab→click New



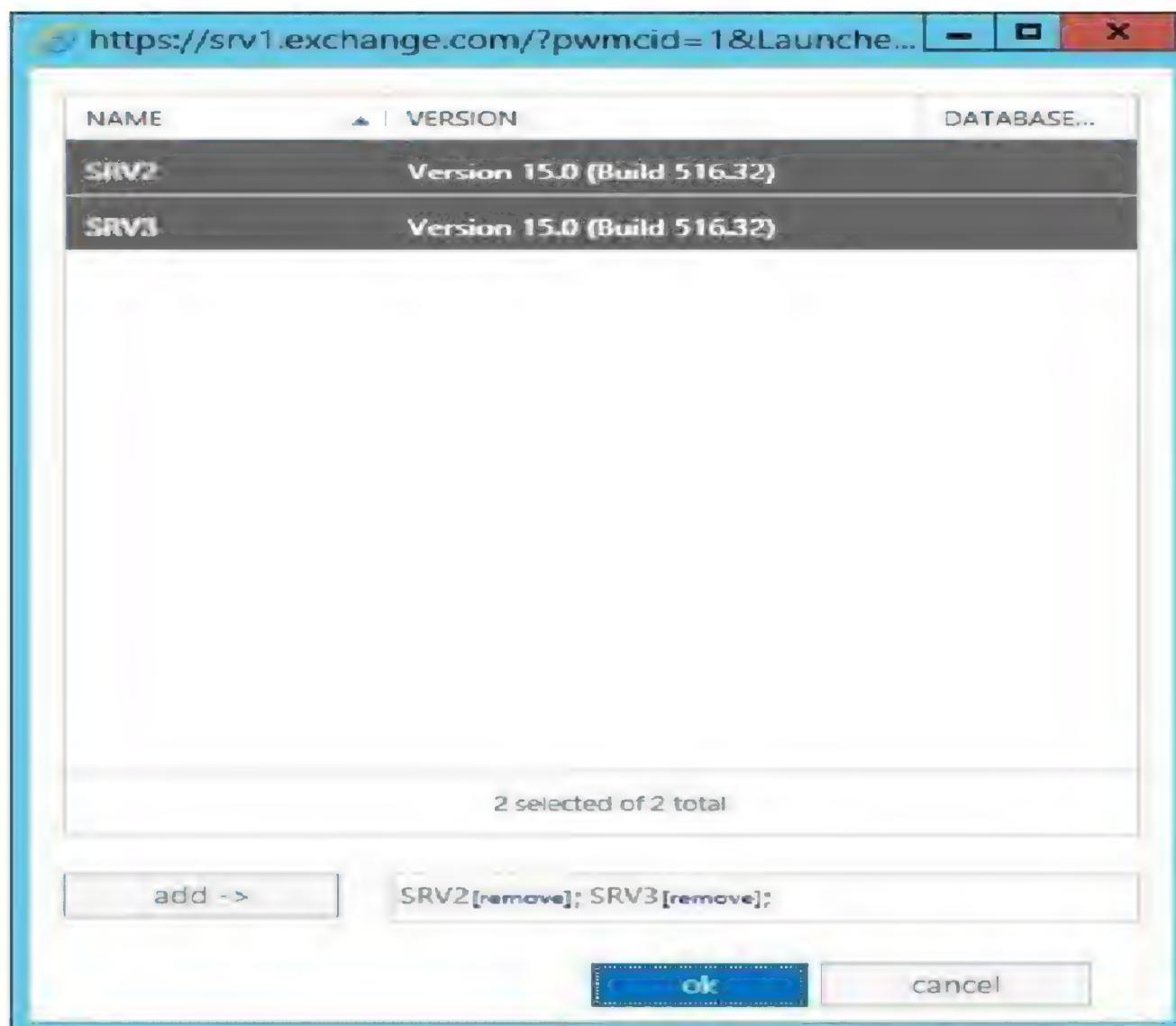
- Enter DAG Name (Ex:DAG1)→enter Witness Server Name (Ex:srv1.exchange.com)→enter DAG IP (Ex:10.0.0.10)→click Add(+)→click Save



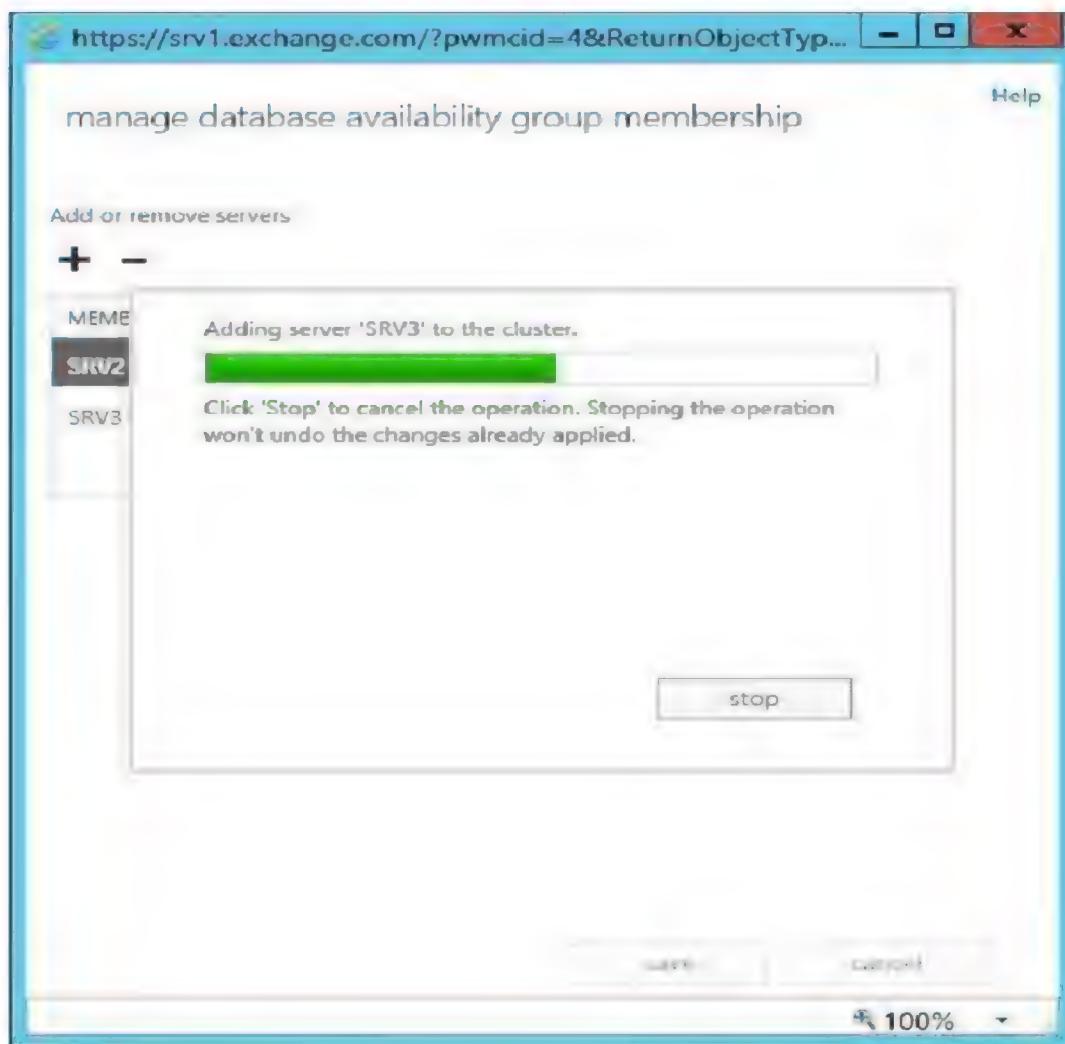
- Click Manage DAG Membership



- Select Mailbox Servers (EX:SRV2,SRV3)→click Add→click Ok



- Click Save



- Click Databases Tab

https://exchange.com

Enterprise Office 365

Administrator ?

Exchange admin center

recipients servers database availability groups virtual directories certificates

permissions

compliance management

organization

protection

mail flow

mobile

public folders

unified messaging

servers

hybrid

DAG1

NAME WITNESS SERVER MEMBER SERVERS

DAG1 srv1.exchange.com SRV3,SRV2

Member Servers

SRV3
SRV2

Witness Server

srv1.exchange.com

DAG Network

MapiDagNetwork

1 selected of 1 total

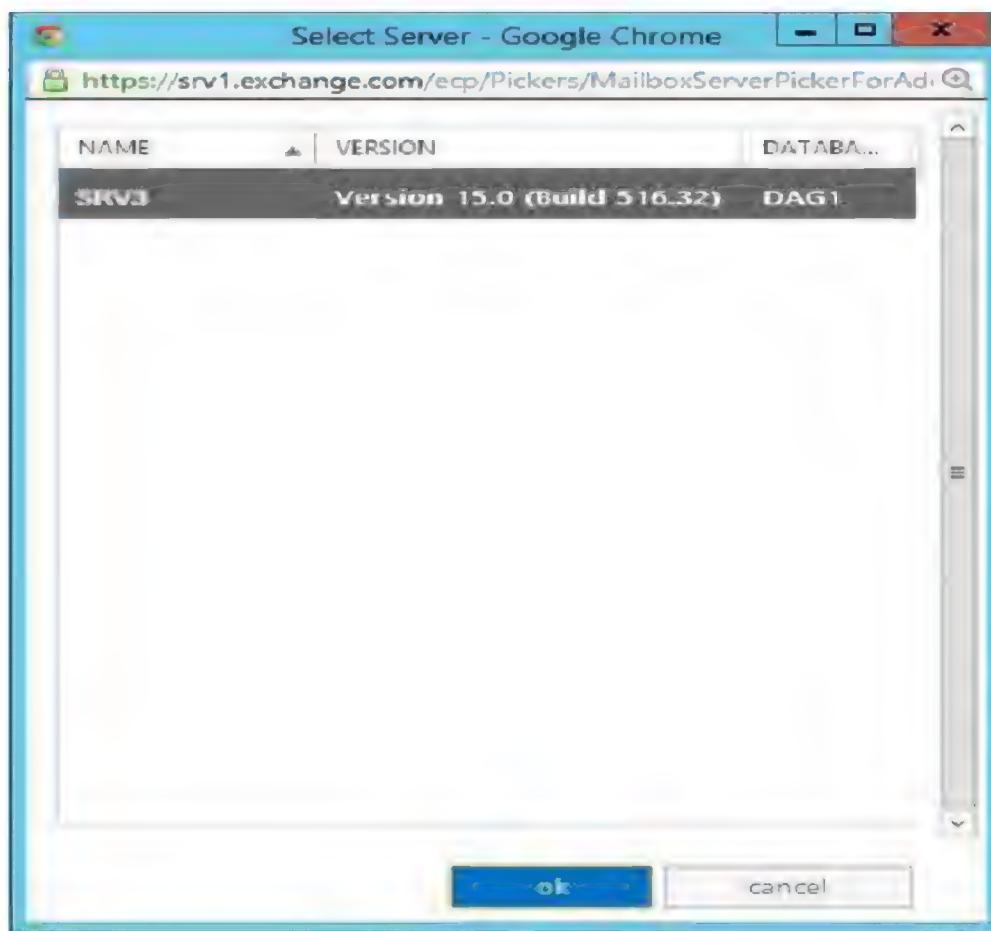
- Select Database (Ex: Exchange Database) → click More → select Add Database Copy

The screenshot shows the Exchange admin center interface. In the top navigation bar, 'databases' is selected. On the left sidebar, 'servers' is also selected. The main content area displays a table of databases. One row, 'Exchange Database', has a context menu open. The menu items are: 'Add database copy' (which is highlighted), 'Add mailbox database copy', 'Dismount', and 'Dismount database'. To the right of the table, there is a summary box for 'Exchange Database' which includes information like 'Database availability group: DAG1', 'Server: SRV2', 'Database copies: Exchange Database\SRV2 Active Mounted', 'Copy queue length: 0', and 'Content index state: Healthy'. At the bottom of the screen, there is a status bar with the text 'Selected of 0 total'.

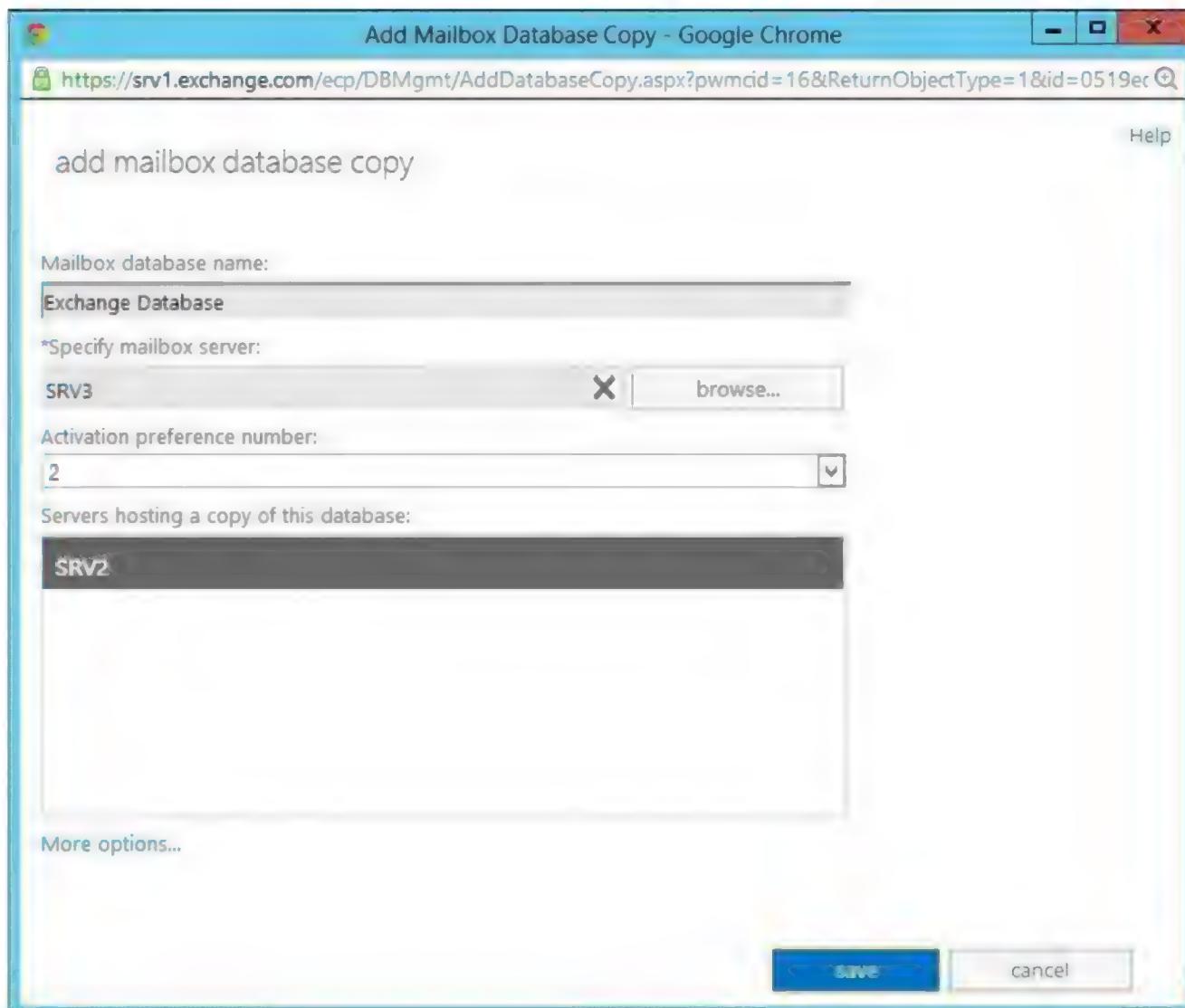
- Click Browse

The screenshot shows the 'Add Mailbox Database Copy' dialog box. It has several input fields: 'Mailbox database name' (set to 'Exchange Database'), 'Specify mailbox server' (with a 'browse...' button), 'Activation preference number' (set to '2'), and a dropdown for 'Servers hosting a copy of this database' (set to 'SRV2'). A callout box with a tooltip provides instructions: 'Use this field to select the DAG member on which you want to add the new database copy. Click browse..., select the server that will host the copy from list, and click OK.' At the bottom of the dialog are 'SAVE' and 'Cancel' buttons.

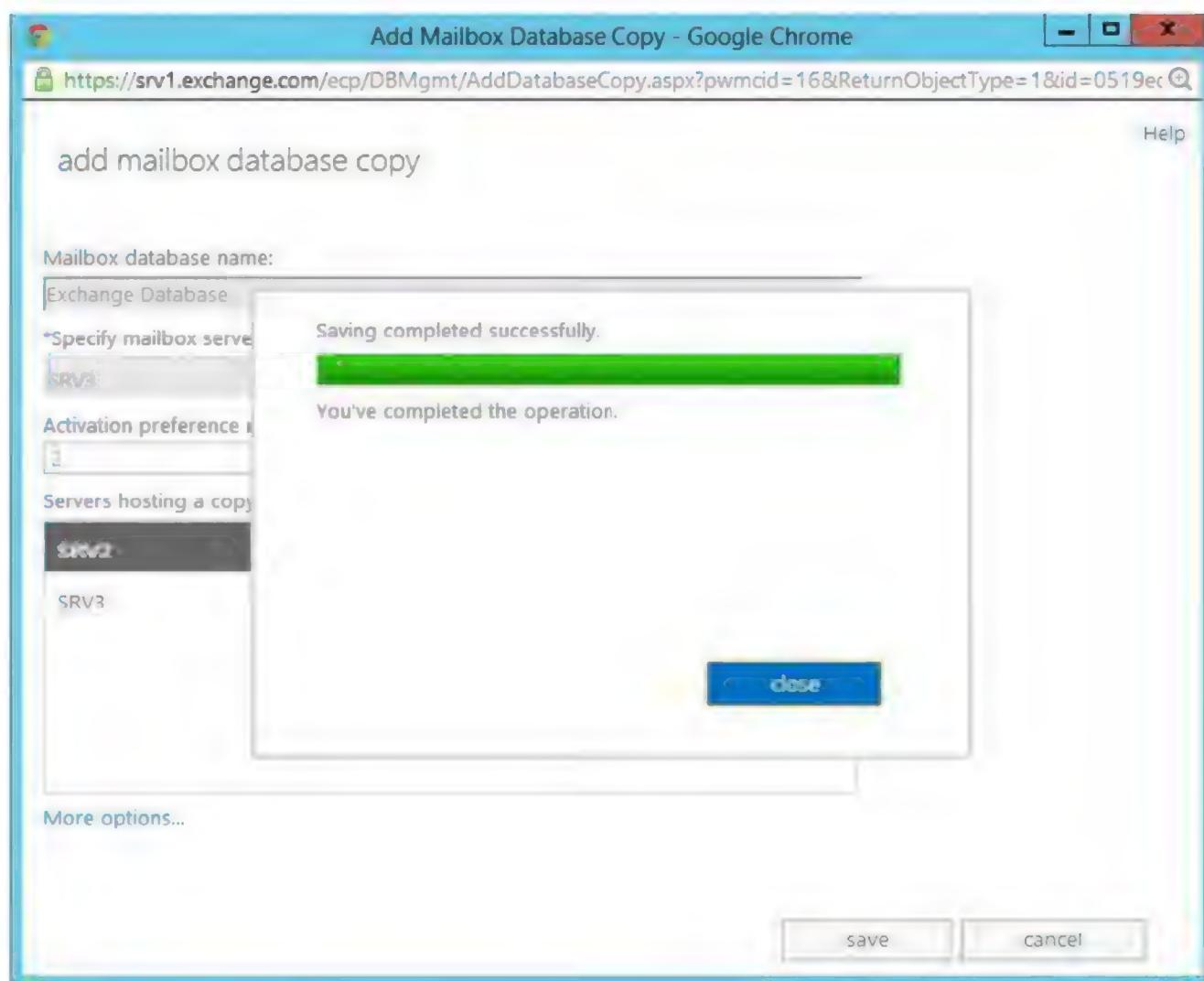
- Select Mailbox Server (EX:SRV3)→click Ok



- Click Save



- Click Close



Verification:

- Verify the Active and Passive Copies of Exchange Database in Details Pane (EX:SRV2,SRV3)

NAME	ACTIVE...	SERVERS WILL...	STATUS	BAD CL.
Mailbox Database ...	SRV3	SRV3	Mounted	0
Mailbox Database ...	SRV2	SRV2	Mounted	0
Mcip Database	SRV2	SRV2	Mounted	0

The context menu (opened over SRV2) includes the following items:
 Exchange Database Properties
 Action
 View details
 Exchange Database Status
 View details
 Create Database
 Connect to Exchange Database
 Set Recovery Action
 View details

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Batches: Morning: 7.30 or Evening: 6.00

Fees: ₹ 9,500/-

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CCIE SECURITY

(Pre requisite is CCNA & CCNP Security at ZOOM)

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Batches: (Contact the Counselors for the next available batch)

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